J&J Exhibitors Service

*Setting the Standard in the Trade Show Industry for 80 Years.*

# Exhibitor Service Manual

# Welcome to the 2015 Hispanic Business Expo!

J&J Exhibitors Service, Inc. is proud to have been chosen as the Official General Service Contractor for the 2015 Hispanic Business Expo. As a family owned and operated, certified Women's Business Enterprise (WBE), we thank you for your support.

This Exhibitor Service Manual is a comprehensive, step-by-step guide designed to facilitate your planning process for the 2015 Hispanic Business Expo. We urge you to take a few moments, **NOW**, to review the Manual in detail. Here are some tips to maximize your use of the Exhibitor Service Manual:

**Read the Manual!** Familiarize yourself with this manual. We guarantee it will be to your benefit to read through the entire Manual in detail.

**Order Early!** Take advantage of advance discount savings! Meeting deadlines and placing orders in advance will save money and will assure that you receive prompt, on-site services. To secure your discounted rate, orders must be received on or before the discount deadline referenced in the Exhibitor Service Manual. Our policy requires payment in full at the time of order.

**Keep copies of all orders!** Be sure to keep copies of the orders, payments and shipping documents. Bring them to the show! If the person who has provided all the pre-show planning will not be on-site, be sure and share all this information with those representatives managing your exhibit.

We are confident that you will find the Exhibitor Service Manual to be a useful tool in planning for a successful show. Please feel free to contact us if you have any questions or need any assistance in planning for the 2015 Hispanic Business Expo. J&J Exhibitors Service is here to help and we look forward to working with you.

# Thank you for your continued support of the Hispanic Business Expo!

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**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

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# GENERAL SHOW INFORMATION

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## GENERAL SHOW INFORMATION

**Each 10'x10' Booth Includes**

10' Wide by 10' Royal Blue Drape Booth
8' High Royal Blue Draped Back Wall
3' High Blue Draped Side Walls
One (1) – 6' Blue Skirted Display Table
Two (2) Padded Side Chairs
One (1) Wastebasket
One (1) – 7"x44" Company ID Sign

**Carpet** The exhibit hall is not carpeted
*Enhance your presence with custom booth carpet. Please see the Booth Carpet Order Form to order booth carpet.*

**Show Colors** Royal Blue

**Schedule**

**Thursday, July 23, 2015** Discount Pricing Deadline*
** Cost Saving Tip: Save up to 30%! Complete and return all order forms prior to this date and take advantage of discounted savings!*

**Thursday, July 23, 2015** ALL Shipments Due to Advance Warehouse*
**Cost Saving Tip: Consolidate multiple shipments and all shipments weighing less than 200 pounds. Schedule all shipments to arrive by Tuesday, July 23, 2015 to avoid late-to-warehouse surcharges.*

**Wednesday, August 5,2015**
12:30 PM – 4:30 PM Exhibitor Move-In and Installation

**Thursday, August 6, 2015**
9:45 AM Ribbon Cutting Ceremony
10:00 AM – 5:00 PM Expo Hours
5:00 PM – 7:00 PM Exhibitor Dismantle and Move-Out*
. **All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 6:00 PM on Thursday, August 6, 2015. Please have all carriers check-in with J&J by 6:00 PM.*

**Official Contractor**

J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
Telephone Number: (312) 225-3323
Fax Number: (312) 225-9873
www.jjexhibitors.com
csr@jjexhibitors.com

**J&J Coordinators**

Nicolette Tindall
Colleen Becker

# METHOD OF PAYMENT ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## EXHIBITOR INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

CONTACT NAME _____ EMAIL ADDRESS _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

## METHOD OF PAYMENT

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however, we require the **METHOD OF PAYMENT** form to accompany all orders. Orders will not be processed without payment in full.

☐ **COMPANY CHECK**
Check Number _____ *Please make one check payable to:* ***J&J EXHIBITORS SERVICE, INC.***

☐ **CREDIT CARD CHARGE AUTHORIZATION**
*For your convenience, J&J will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of showsite orders placed by your representatives. Please complete the information requested below:*

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA**

CREDIT CARD ACCOUNT NUMBER _____

EXPIRATION DATE _____ SECURITY CODE _____

CARDHOLDER'S SIGNATURE _____

CARDHOLDER NAME (PLEASE PRINT) _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP _____

## CALCULATION OF ORDERS

| | TOTAL FROM EACH ORDER FORM |
|---|---|
| BOOTH ACCESSORIES | $ |
| CARPET | $ |
| DISPLAY RENTAL | $ |
| CUSTOM SIGNS | $ |
| FLORAL SERVICE | $ |
| LABOR | $ |
| MATERIAL HANDLING | $ |
| OTHER | $ |

**TOTAL PAYMENT DUE** **$**

**RETURN TO:** J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

I have read, understand and agree to all terms as described and have advised our showsite representatives accordingly.

EXHIBITOR SIGNATURE: _____ BOOTH NUMBER: _____

COMPANY NAME: _____ DATE: _____

# PAYMENT POLICY

**We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by J&J Exhibitors Service, Inc. in our role as the Official Contractor of your show. Please note, a completed credit card authorization form MUST BE ON FILE with J&J Exhibitors Service, Inc. in order for us to process ANY orders, regardless of your preferred method of payment.**

**Payment for Services –** J&J Exhibitors Service, Inc. requires payment in full at the time services are ordered. Further, J&J Exhibitors Service, Inc. requires that you provide a credit card authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

**Discount Prices –** To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment –** J&J Exhibitors Services, Inc., accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payment must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $25.00 fee for returned NSF checks and a $25.00 fee for all declined credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file.

**Third Party Billing –** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service, Inc. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See the Third Party Authorization form for additional information.

**Tax Exempt –** If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Taxes vary by location and will be added to your invoice, if you do not submit your Tax Exempt Certificate with your initial order.

**Adjustments and Cancellations –** No adjustments to invoices will be made after the close of the show. All orders cancelled by the Exhibitor, due to the cancellation of an event or their non-participation at an event, may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and J&J Exhibitors Service, Inc. set-up costs and expenses.

Please complete this authorization form and return it with your payment in full and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, J&J Exhibitors Service, Inc., requires that your credit card charge authorization be on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call J&J Exhibitors Service at (312) 225-3323 or visit the J&J Service Desk at the show.

# THIRD PARTY AUTHORIZATION FORM

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## THIRD PARTY AUTHORIZATION

You may arrange for a third party to handle your display and be charged for services. J&J will agree to this arrangement if the third party has a satisfactory payment record with J&J and a credit card on file. **BOTH FIRMS** must complete this form, including **THIRD PARTY CREDIT CARD CHARGE AUTHORIZATION BELOW***. Return form by the deadline date.

*"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party."*

**EXHIBITOR'S SIGNATURE**_____ **DATE**_____

***ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO *J&J EXHIBITORS SERVICE, INC.*, NAMING J&J AS AN ADDITIONAL INSURED.**

## PLEASE CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- ☐ ALL SERVICES
- ☐ I&D LABOR
- ☐ SIGNS
- ☐ TRANSPORTATION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ BOOTH ACCESSORIES & CARPET
- ☐ OTHER

## THIRD PARTY INFORMATION

*For your convenience, J&J will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of orders placed on showsite by your representatives. Please complete the information requested below:*

☐ **AMERICAN EXPRESS**
☐ **MASTERCARD**
☐ **VISA**

CREDIT CARD ACCOUNT NUMBER _____ EXPIRATION DATE _____

CARDHOLDER'S SIGNATURE _____ SECURITY CODE _____

CARDHOLDER NAME (PLEASE PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

THIRD PARTY COMPANY NAME _____

THIRD PARTY BILLING ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

**RETURN TO:** J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

# EXHIBITOR APPOINTED CONTRACTOR FORM

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## EXHIBITOR APPOINTED CONTRACTOR

A Non-Official Contractor is a company other than the official contractors listed in the exhibitor service kit which provides a service (display and installation, florist, photography, audio visual, and other related services) and requires access to your booth during installation and dismantling. If your company plans to use a firm which is not the official service contractor as designated by Show Management, this form must be completed and returned to J&J Exhibitors Service, Inc.

Inform your Exhibitor Appointed Contractor they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. This Certificate of Insurance must name J&J Exhibitors Service, Inc. as an additional insured. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

**This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.**

**ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO: J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

**EXHIBITOR'S SIGNATURE**_____

**DATE**_____

_____
EXHIBITOR APPOINTED CONTRACTOR COMPANY NAME

_____
CONTACT

_____
STREET ADDRESS

_____
CITY/STATE/ZIP

_____ _____
PHONE FAX

_____
TYPE OF SERVICES TO BE PERFORMED

_____

_____

**RETURN TO:** J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

EXHIBITING COMPANY NAME: BOOTH NUMBER

CONTACT NAME PHONE DATE

# F.A.Qs Frequently Asked Questions

**PAYMENT**

**1. When do advance rates and floor rates apply?**
Advance rates apply to all furnishings and services ordered prior to the Advance Order Deadline date noted in your Exhibitor Service Kit. All furnishings or services ordered after the deadline are charged at the standard rate.

**2. What are acceptable forms of payment?**
Acceptable forms of payment are Cash, Check, MasterCard, Visa, American Express, Cashier's Checks and Traveler Check's.

**3. Do I need to pay tax on any items?**
When tax is applicable, the tax rate will be noted on the order form.

**4. Since I am not from the state the show is being held in, do I still need to pay tax?**
Tax is applicable to all exhibitors, regardless of their residence.

**5. Are prices of items daily or for the duration of the show?**
All rental prices listed are for the duration of the show and include delivery and removal.

**6. Do I have to pay in advance for services or can I bring a check to the show?**
Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card must still be on file.

**7. Can I still get advanced prices if I fax a credit card authorization form over before the show but after the advance deadline date?**
To receive Advance rates, your order must be received in full (with payment) before the Advance Order Deadline date. If the credit card authorization is not submitted with the order forms, the order is not full and will not be processed until all pages are included.

**8. Is a purchase order an acceptable form of payment?**
No, J&J Exhibitors Service, Inc. does not accept purchase orders as a form of payment.

**9. What if I overestimated freight handling charges or cancel items and are due a refund from earlier payment?**
If you over estimate your freight and a refund is required, the refund will be processed immediately after the close of the show.

**FURNISHINGS**

**1. What furnishings come with my booth?**
Each tradeshow is different. Look in the General Show Information page in your Exhibitor Service Kit, which will specifically list what items are included with your booth space.

**2. Can I order at show site?**
Yes, floor orders are accepted at show site. Remember that payment must be received before any furnishings or services will be rendered. Please also note that choice of items or colors may be limited.

**3. What if certain items I ordered are not in my booth when I get there.**
All items ordered in Advance of the show should be in your booth space, at the beginning of exhibitor move-in with the exception of floral, chairs and wastebaskets. These items are not dispersed until close to show time. If other furnishings (carpet, tables) are not in your booth at the time of your arrival, please visit our Service Desk and the problem will be resolved immediately.

**4. What if I get to my booth and decide I do not want an item, do I get a refund?**
If you have ordered an item or a booth cleaning service such as vacuuming or porter service and later decide you do not want the item or the service there is a 100% cancellation fee for those items already delivered to the booth space or any cleaning service cancelled at show site. A 50% cancellation fee will apply if the item is cancelled less than three days prior to the scheduled move-in date. No cancellation fee will apply to a booth cleaning service ordered provided the service is cancelled prior to the scheduled move-in date. Please note that cancellation fees for all other services including booth installation labor vary. Please refer to your Exhibitor Service Kit for cancellation fees of these services.

**5. What type of chairs do you rent?**
Arm Chairs, Side Chairs, High Stools and many others. Please see our Booth Accessories Order form.

**6. Do I need to order back drape and side drape for my booth space?**
Booth space is provided with 8' back and 3' side drape. You only need to order drape if you want to change from the color provided by the Association.

**CARPET**

**1. Do I need to order carpet?**
Please review your Exhibitor Service Kit.

**2. What size carpet should I order for my booth?**
The carpet should match the size of your booth. Traditionally, carpet is cut in 9' rolls, so carpet sizes come in 9'x10', 9'x20', etc. increments. This carpet will accommodate a 10'x10' booth fine. If you feel that you want carpet to cover your entire booth space, J&J Exhibitors Service provides special carpet sizes that are individually cut to match the size you request.

**3. Do I have to order labor to install the carpet I order?**
Labor is included in the rental price of the carpet.

**4. Can I bring my own carpet?**
Yes, you may bring your own carpet. Please contact a J&J customer service representative to ensure whether labor is required for the installation.

**5. What is visqueen and do I need it?**
Visqueen is a plastic covering for the carpet to protect it from tire marks or general abuse during set up. It is not required.

**LABOR**

**1. Do I need to order labor for my booth?**
Labor rules vary by city. Please review the Exhibitor Service Kit or contact a J&J customer service representative.

**2. What are the differences/advantages in J&J Exhibitors Service or Exhibitor supervised labor.**
Exhibitor Labor allows the exhibitor to supervise the labor of their booth, but you must be present. With our supervision, we provide a foreman to supervise the labor of the booth. It will be done at J&J Exhibitors Service's convenience but finished prior to schedule show time.

**3. What if I ordered labor and no workers are in my booth at the time I indicated on my order form?**
If you order labor, the labor men must be checked out at the Service Desk at the schedule time. If you are late, penalties do apply to ensure the starting and stopping times.

**4. Can J&J Exhibitors Service set up my booth at other trade shows I participate in?**
Yes, we would be happy to help. Please talk to a J&J customer service representative for details.

**FORKLIFT/SPECIAL EQUIPMENT/SIGN HANGING**

**1. Do I need to order a forklift to take my shipment from the dock to my booth?**
No, the material handling charge includes the unloading of your shipment to your booth.

**2. When would I need to order a forklift?**
During installation if you need placing or setting of your display once put into your booth.

**3. What are the charges for a forklift?**
The charges for a forklift vary according to the city. There is a one hour minimum charge for each usage. Please see your Exhibitor Service Kit.

**4. What do I need to do to have a sign hung at show site and what are the charges?**
You need to fill out the Hanging Sign Order form and return it with your other orders to us. Please ship your hanging signs to the Advance Receiving Warehouse labeled as a "Hanging Sign".

**5. What if I have special needs for machinery or equipment to be moved to my booth?**
Call ahead of time and talk to the coordinator handling the show so that we can make special arrangements.

**SIGNAGE/GRAPHICS**

**1. How will my booth ID sign read?**
Your booth ID sign will have your company name and booth number on it.

**2. Can I get another sign made for my booth?**
You can order additional signage by using the Sign Order form.

# LIMITS OF LIABILITY & RESPONSIBILITY

**The placing of an order for services and/or equipment by an Exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of J&J in its sole discretion. Upon participation in any J&J show or event, the Exhibitor and its agent shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once J&J has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to J&J or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.**

**1.** J&J Exhibitors Service and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by J&J.
**2.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by J&J or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packaging and the actual pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that J&J and its subcontractors shall not be liable for the loss of, disappearance of, or damage to any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to J&J or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
**3.** J&J and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to J&J in time to obtain the proper equipment.
**4.** J&J and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor, disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water vandalism, acts of God, failure of power or utilities, and other events of force nature.
**5.** J&J and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
**6.** J&J and its subcontractors are not insurers; i.e., J&J does not insure the Exhibitor's property against loss of damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by J&J under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of service by J&J, or from the negligence of J&J, its subcontractors or their respective employees. If such loss or damage occurs, the liability of J&J and its subcontractors shall be limited to a sum equal to $.30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
**7.** J&J and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
**8.** J&J will not be bound to honor any claim or action brought against J&J or its subcontractors more than 60 days after the date of incident.
**9.** The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that J&J and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of J&J or its subcontractors sign a delivery receipt, bill of lading or other documentation, the parties agree that J&J or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
**10.** J&J and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
**11.** Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and J&J and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
**12.** In order to expedite removal of freight from the show site, J&J shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and force shipped on a carrier determined by J&J and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. J&J assumes no liability as a result of rerouting or handling.
**13.** Dry and Cold Storage – Exhibitor stores product at its own risk. J&J assumes no liability or responsibility for dry or cold storage.
**14.** The Exhibitor agrees, in the event of a dispute with J&J or its subcontractors related to any loss or damages to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to J&J for freight handling services or any other services provided by J&J or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay J&J prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against J&J or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

**Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.** It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

# SAFETY FIRST

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## SAFETY IS IMPORTANT FOR EVERYONE!

J&J Exhibitors Service is committed to safety throughout our company and in the work we do. We request you make safety a part of your activities during the show. If you see something unsafe or which presents a hazard, please bring it to the attention of a J&J Exhibitors Service supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Listed below you will find a list of Loss Prevention Guidelines we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

**THANK YOU FOR YOUR COOPERATION!**

## LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damages. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Please keep in mind the safety of your employees and those attending the show.

# BOOTH ACCESSORIES ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## PRICE LIST

*Discount Deadline Date: July 23, 2015*

| DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | QUANTITY | TOTAL PRICE |
|---|---|---|---|---|
| **UNSKIRTED DISPLAY TABLES, 30" High** | | | | |
| Unskirted 2' x 4' Table | $51.50 | $67.00 | | |
| Unskirted 2' x 6' Table | $58.25 | $75.75 | | |
| Unskirted 2' x 8' Table | $67.00 | $90.00 | | |
| **SKIRTED DISPLAY TABLES, 30" High** | | | | |
| *Skirting for Tables: White Vinyl Top and Pleated Skirt on 3 Sides* | | | | |
| **CIRCLE SKIRT COLOR:** Black Blue Burgundy Gray Hunter Green Plum Red Teal White | | | | |
| Skirted 2' x 4' Table | $102.50 | $133.75 | | |
| Skirted 2' x 6' Table | $115.50 | $150.00 | | |
| Skirted 2' x 8' Table | $133.75 | $174.00 | | |
| 4th Side Skirted, Optional | $39.50 | $51.00 | | |
| **UNSKIRTED DISPLAY COUNTERS, 40" High** | | | | |
| Unskirted 2' x 4' Counter | $61.50 | $80.00 | | |
| Unskirted 2' x 6' Counter | $70.25 | $91.50 | | |
| Unskirted 2' x 8' Counter | $79.25 | $103.00 | | |
| **SKIRTED DISPLAY COUNTERS, 40" High** | | | | |
| *Skirting for Counters: White Vinyl Top and Pleated Skirt on 3 Sides* | | | | |
| **CIRCLE SKIRT COLOR:** Black Blue Burgundy Gray Hunter Green Plum Red Teal White | | | | |
| Skirted 2' x 4' Counter | $123.00 | $160.00 | | |
| Skirted 2' x 6' Counter | $140.50 | $182.50 | | |
| Skirted 2' x 8' Counter | $158.00 | $205.75 | | |
| 4th Side Skirted, Optional | $39.50 | $51.00 | | |
| **RISERS** | | | | |
| *12" Wide, Draped in White Vinyl* | | | | |
| 4' Long x 12" High - Single Tier | $59.25 | $77.00 | | |
| 6' Long x 12" High - Single Tier | $73.50 | $95.50 | | |
| 8' Long x 12" High – Single Tier | $85.75 | $107.25 | | |
| **SPECIALTY DRAPE** | | | | |
| **CIRCLE DRAPE COLOR:** Black Blue Burgundy Gray Hunter Green Plum Red Teal White | | | | |
| 3' Drape | $14.50 per Foot | $18.50 per Foot | | |
| 8' Drape | $17.75 per Foot | $23.25 per Foot | | |
| **BOOTH ACCESSORIES** | | | | |
| Wastebasket | $13.25 | $17.25 | | |
| Aluminum Easel | $32.00 | $41.25 | | |
| Glass Bubble Bowl/Candy Jar | $18.00 | $23.25 | | |
| Bag Stand | $73.25 | $95.75 | | |
| Chrome Stand Literature Rack | $103.75 | $134.75 | | |
| 22" x 28" Chrome Sign Holder | $58.25 | $75.75 | | |
| 4' x 8' Bulletin Board | $127.25 | $165.25 | | |
| 5' Chrome Coat Rack | $74.75 | $97.00 | | |
| Chrome Stanchion | $79.00 | $92.75 | | |
| 8' Black Theater Rope | $37.75 | $49.25 | | |
| 30" Round x 30" High Cocktail Table | $71.50 | $93.00 | | |
| 30" Round x 40" High Pedestal Table | $94.50 | $123.00 | | |
| Side Chair | $42.50 | $55.25 | | |
| Arm Chair | $55.25 | $71.75 | | |
| High Stool | $78.00 | $100.75 | | |

**SUBTOTAL** $

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS** **9% TAX** $

**PAYMENT ENCLOSED** $

**RETURN TO:** J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# BOOTH CARPET ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## PRICE LIST
*Discount Deadline Date: July 23, 2015*

### BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 10'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

| *DESCRIPTION* | *DISCOUNT PRICE* | *STANDARD PRICE* | *TOTAL PRICE* |
|---|---|---|---|
| **CIRCLE CARPET COLOR:** Black Hunter Green Red Royal Blue Silver Gray Teal | | | |
| 10' x 10' Booth Carpet | $139.75 | $181.50 | $ |
| 10' x 20' Booth Carpet | $278.75 | $362.00 | $ |
| 10' x 30' Booth Carpet | $418.00 | $543.50 | $ |
| Custom Cut Carpet | $3.25 per Square Foot | $4.25 per Square Foot | |

**Booth Dimensions** _____ **x** _____ **=** _____ **Total Square Feet**

| | **Total Square Feet** | **x** | **Rate** | **=** | **Price** |
|---|---|---|---|---|---|
| Custom Cut Carpet | | | | | $ |

### PADDING

J&J offers added comfort to our carpet with our foam carpet padding

| *DESCRIPTION* | *DISCOUNT PRICE* | *STANDARD PRICE* |
|---|---|---|
| Comfort Padding | $1.25 per Square Foot | $1.50 per Square Foot |

### VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes installation and removal

| *DESCRIPTION* | *DISCOUNT PRICE* | *STANDARD PRICE* |
|---|---|---|
| Visqueen Plastic Covering | $.1.00 per Square Foot | $1.25 per Square Foot |

**Booth Dimensions** _____ **x** _____ **=** _____ **Total Square Feet**

| | **Total Square Feet** | **x** | **Rate** | **=** | **Price** |
|---|---|---|---|---|---|
| Comfort Padding | | | | | $ |
| Visqueen Plastic Covering | | | | | $ |

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

**SUBTOTAL $**
**9% TAX $**
**PAYMENT ENCLOSED $**

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# FLORAL ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## PRICE LIST

***Discount Deadline Date: July 23, 2015***
*Orders received after July 23, 2015 will be subject to a 30% late fee.*

| DESCRIPTION | DISCOUNT PRICE | QUANTITY | TOTAL PRICE |
|---|---|---|---|
| 2 Foot Green Plants | $50.00 | | |
| 3 Foot Green Plants | $60.00 | | |
| 4 Foot Green Plants | $70.00 | | |
| 5 Foot Green Plants | $80.00 | | |
| 6 Foot Green Plants | $90.00 | | |
| 7 Foot Green Plants | $105.00 | | |
| 8 Foot Green Plants | $120.00 | | |
| *Taller plant material is available, please inquire in advance* | | | |
| Potted Mums | $45.00 | | |
| **CIRCLE CHOICE OF COLOR:** Bronze Lavender Yellow White | | | |
| Potted Ferns | $45.00 | | |
| Potted Ivy | $45.00 | | |
| Other | | | |
| Floral Arrangements | $75.00 and Up | | |
| **Height**_____ **Width**_____ **Color**_____ | | | |
| Arranged Fresh Flower Bouquet | $75.00 and Up | | |
| **Color:**_____ | | | |

- Foliage plants and containers on rental basis only
- Prices include: Plant Installation, Decorative Container, Professional Maintenance, and Plant Removal
- Special plants and flowers can be obtained upon request
- Every effort will be made to ensure your color selection, however, we reserve the right to substitute based upon availability and quality.
- Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will be charged at 100%

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

**SUBTOTAL $** _____
**9% TAX $** _____
**PAYMENT ENCLOSED $** _____

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# TRADESHOW ACCESSORIES ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## TRADESHOW ACCESSORIES

*Discount Deadline Date: July 23,2015*
*Orders received after July 23,2015 are subject to a 30% late fee.*

### BANNER STAND

The super affordable retractable banner stand was designed with price in mind and is quick and simple to erect. The banner stand combines elegance with excellent value. Soft carry case included.

Viewable print size: 31.5"w x 83.25"h

**BANNER STAND**

| DESCRIPTION | PRICE | | QUANTITY | TOTAL PRICE |
|---|---|---|---|---|
| Hardware Price; including Printed Curl-Free Vinyl Graphics | $385.00* | X | | |
| **SUBTOTAL** | | | | |

*Prices do not include artwork. J&J Exhibitors Service offers full graphic design services tailored to your needs. Have us create a new design from scratch or polish off an existing design. Contact us today!

### 8’ TABLE COVER

Set yourself apart with our full color imprinted table throw which fits over any 8' standard table. This economy throw is 3 sided leaving the back open for easy access to below table storage. Imprint on front, top and sides at no added cost. Flame retardant, premium polyester fabric. Machine washable and wrinkle resistant.

**8’ TABLE COVER**

| DESCRIPTION | PRICE | | QUANTITY | TOTAL PRICE |
|---|---|---|---|---|
| 8’ Table Cover | $320.00* | X | | |
| **SUBTOTAL** | | | | |

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

| | |
|---|---|
| **SUBTOTAL** | **$** |
| **9.75% TAX** | **$** |
| **PAYMENT ENCLOSED** | **$** |

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# EXHIBIT RENTAL & PURCHASE ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier-Festival Hall B*
*August 6, 2015*

## EXHIBIT RENTAL AND PURCHASE

*Discount Deadline Date: July 23,2015*
*Orders received after July 23, 2015 are subject to a 30% late fee.*

### TABLE TOP DISPLAY
**40" (h) x 6' (w)**

| RENTAL UNIT INCLUDES | PRICE | | QUANTITY | TOTAL PRICE |
|---|---|---|---|---|
| • Carpet<br>• Installation & Dismantle<br>• Material Handling Display Properties | $1,085.00 | x | | |
| **PURCHASE UNIT INCLUDES**<br>• One Case<br>• One Time Carpet Rental<br>• One Time Installation & Dismantle<br>• Material Handling Display Properties | $1,321.55 | x | | |

**Choose Fabric Color:**
☐ Black ☐ Blue ☐ Dark Gray ☐ Silver

**Choose Carpet Color:**
☐ Black ☐ Hunter Green ☐ Red ☐ Royal Blue ☐ Silver Gray

**Choose Table Skirting Color:**
☐ Black ☐ Blue ☐ Burgundy ☐ Champagne ☐ Gray
☐ Hunter Green ☐ Plum ☐ Red ☐ Teal ☐ White

### FLOOR DISPLAY
**8' (h) x 10' (w)**

| RENTAL UNIT INCLUDES | PRICE | | QUANTITY | TOTAL PRICE |
|---|---|---|---|---|
| • Carpet<br>• Installation & Dismantle<br>• Material Handling Display Properties<br>• Two -200 Watt Halogen Lights | $2,023.95 | x | | |
| **PURCHASE UNIT INCLUDES**<br>• Two Cases<br>• One Time Carpet Rental<br>• One Time Installation & Dismantle<br>• Material Handling Display Properties<br>• Two – 200 Watt Halogen Lights | $3,283.30 | x | | |

Choose Fabric Color:
☐ Black ☐ Blue ☐ Dark Gray ☐ Silver

Choose Carpet Color:
☐ Black ☐ Hunter Green ☐ Red ☐ Royal Blue ☐ Silver Grey

### CUSTOM GRAPHIC PANELS

☐ Custom graphics can enhance your exhibit appearance. Please check the box to have a J&J Representative contact you to assist in creating custom graphics.

### CUSTOM EXHIBITS

☐ **Looking for something different? Please check the box to have a J&J Representative contact you to create a custom exhibit that fits your space, budget and vision.**

**SUBTOTAL $**
**9% TAX $**
**PAYMENT ENCLOSED $**

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# SIGNS AND GRAPHICS ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## PRICE LIST

*Discount Deadline Date: July 23, 2015*

| DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | QUANTITY | TOTAL PRICE |
|---|---|---|---|---|
| **CHOOSE YOUR SIZE:** | | | | |
| *Signs are based on one color copy, white card stock and 10 words or less per sign* | | | | |
| 7" x 11" | $39.30 | $53.95 | | |
| 7" x 44" | $47.35 | $71.05 | | |
| 11" x 14" | $40.90 | $63.85 | | |
| 14" x 22" | $55.00 | $82.50 | | |
| 22" x 28" | $77.10 | $110.65 | | |
| 28" x 44" | $119.00 | $168.50 | | |
| 40" x 60" | $174.00 | $231.00 | | |
| Other | | | | |
| **OPTIONAL SERVICE:** | | | | |
| Over 10 words | $2.10 per word | $2.70 per word | | |
| Colored card stock | *Quoted upon request* | | | |
| Change in color of copy | $7.15 per change | $9.35 per change | | |
| Easel back on sign | $5.75 | $10.75 | | |
| Weather Protection | $13.20 | $26.00 | | |
| Logo Sign | *Quoted upon request* | | | |
| Banner | *Quoted upon request* | | | |

**INDICATE YOUR SIGN COPY:**

*Please print. Attach a layout to this form if necessary*:

**CHOOSE YOUR STYLE AND COLOR:**

Lettering Color: _____

Background Color:_____

**Vertical** ☐ **Horizontal** ☐ **Use Your Judgment For Sign Layout** ☐

- Please allow 24 Hours to deliver show-site orders.
- Orders received without payment cannot be processed.
- No refunds will be made on signs after order has been processed.
- For custom work and quotation, please contact your J&J Show Coordinator at (312) 225-3323.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

**SUBTOTAL $** _____
**9.75% TAX $** _____
**PAYMENT ENCLOSED $** _____

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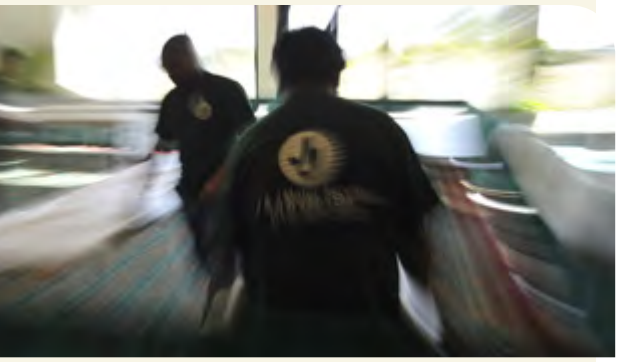
COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# J&J Exhibitors Service



## Your exhibit. Delivered and show-ready.

### Worry-free Exhibiting with I&D from J&J

When you're on the show floor your focus should be on connecting with attendees, not the details of your trade show exhibit. When you entrust your exhibit installation and dismantle to J&J Exhibitors Service, we'll handle every aspect of your exhibit from move-in to the last crate off the floor. Our expert team and comprehensive management can make this aspect of exhibiting worry free. J&J Exhibitors Service's talented team can also help you create an attention-grabbing exhibit from a portable rental to custom build.

Across the nation, J&J is there to handle every aspect of your program. From managing your exhibit property to working with show services to complete your orders, we will ensure all details are completed before show open.

Let J&J Exhibitors Service provide you with expert and reliable service for one show or your annual schedule. Our services include:

- Turnkey program management
- Comprehensive show floor supervision
- Experienced labor for booth install and dismantle
- Custom built and portable rental exhibits
- Graphic design and production
- Dedicated account executive and management team
- Show service ordering and management
- Local and nationwide transportation
- Storage and warehousing

Exhibiting at a trade show is a significant investment. Make sure every last detail is executed to perfection. Choose J&J Exhibitors Service as your I&D partner.

**Contact us today at 312-225-3323.**

80 PLUS Over 80 years of serving the tradeshow industry.

www.jjexhibitors.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax



J&J Exhibitors Service is a WBE-certified business.

# DISPLAY LABOR ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## HOURLY RATES AND INFORMATION

*Discount Deadline Date: July 23, 2015*

### HOURLY RATES FOR DISPLAY LABOR

| | Description | Discount Rate | Standard Rate |
|---|---|---|---|
| **Straight Time** | Monday through Friday 8:00 AM – 4:30 PM | $115.00 per Hour | $149.50 per Hour |
| **Overtime** | Monday through Friday 4:30 PM – 8:30 PM<br>Saturday 6:00 AM – 6:30 PM | $172.50 per Hour | $224.25 per Hour |
| **Double Time** | All other times Monday through Saturday<br>All day Sunday | $230.00 per Hour | $299.00 per Hour |

- One (1) hour minimum per worker. Labor thereafter is charged in half (½) hour increments.
- Start time guaranteed only when labor is requested for the start of the workday.
- Exhibitor must check in at J&J Service Desk to pick up labor personnel as ordered
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by J&J

## INSTALLATION LABOR

☐ **J&J Supervised Labor** – *Please complete the reverse side of this form*
A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

☐ **Exhibitor Supervised Labor**

| Date | Time | No. of People | x | Approx. Hours Per Person | = | Hourly Rate | = | Total |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | $ |

J&J Supervision add 30% ($50.00 Minimum) $

**Total Installation** **$**

## DISMANTLE LABOR

☐ **J&J Supervised Labor** – *Please complete the reverse side of this form*
A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

☐ **Exhibitor Supervised Labor**

| Date | Time | No. of People | x | Approx. Hours Per Person | = | Hourly Rate | = | Total |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | $ |

J&J Supervision add 30% ($50.00 Minimum) $

**Total Installation** **$**

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

**PAYMENT ENCLOSED** **$**

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

**Please complete this form only if J&J is supervising the labor for your booth and you will not be present to supervise the installation and/or dismantle.**

## INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Carrier Pro Number _____

Shipped To: ☐ Warehouse ☐ Show Site Date Shipped _____

Total Number of: Crates: _____ Fiber Cases: _____ Cartons: _____ Other (Specify): _____

## SET UP INFORMATION

Set up Plan/Photo: ☐ Attached ☐ To Be Sent ☐ With Exhibit ☐ In Crate Number _____

Carpet: ☐ With Exhibit ☐ Rental from J&J Carpet Color _____ Carpet Size _____

Graphics: ☐ With Exhibit ☐ Shipped Separately

Special Tools/Hardware Required: _____

_____

_____

## OUTBOUND SHIPPING INFORMATION

Ship to: _____

_____

_____

Contact Name: _____

Telephone Number: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier (If known) _____

**PLEASE NOTE:** The exhibitor is responsible for contacting the carrier of their choice

Freight Charges: ☐ Prepaid ☐ Bill to: _____

☐ Collect _____

_____

**Please note**: J&J will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# BOOTH CLEANING ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## BOOTH CLEANING SERVICES
*Discount Deadline Date: July 23, 2015*

General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental. To ensure your booth is show ready, specify your requirements below. Please contact your J&J show coordinator with any special needs.

| ***DESCRIPTION*** | ***DISCOUNT PRICE*** | ***STANDARD PRICE*** |
|---|---|---|
| **Vacuuming, Includes emptying your wastebasket nightly** | | |
| ☐ Before show opens only | $0.85 per square foot | $1.25 per square foot |
| **Shampooing** | | |
| ☐ Before show opens only | $1.00 per square foot | $1.50 per square foot |
| **Mopping and Waxing** | | |
| ☐ We will require mopping and waxing. Please call for quote | | |

Cost of vacuuming and shampooing will be invoiced based on the total area of your booth, 100 square feet minimum

**Booth Dimensions** _____ **x** _____ **=** _____ **Total Square Feet**

| | **Total Square Feet** | **x Rate** | **x Number of Days** | **= Price** |
|---|---|---|---|---|
| Vacuuming | | | | $ |
| Shampooing | | | | $ |

**Porter Service** **Porter Service Price:** $ _____

☐ We will require porter services. Please call for quote

*J&J will empty wastebaskets, booth wipe down and maintain your exhibit area at two hour intervals, during show hours for the duration of the show at the hourly rates indicated below. Vacuuming not included*

Porter Service Description:

_____

_____

_____

_____

**HOURLY RATES FOR PORTER SERVICE**

| | | |
|---|---|---|
| Straight Time | Weekdays Between 8:00 AM and 4:30 PM | $45.75 per person per hour |
| Overtime | Weekdays Before 8:00 AM and after 4:30 PM<br>All day Saturday *(4 Hour Daily Minimum)* | $68.50 per person per hour |
| Double Time | All day Sunday and Holidays (4 Hour Daily Minimum) | $91.50 per person per hour |

To avoid a misunderstanding regarding any cleaning service, please bring any discrepancies to our attention at the service desk. J&J will be unable to adjust invoices after the close of the show.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

**PAYMENT ENCLOSED $** _____

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COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

# MATERIAL HANDLING INFORMATION

**2015 Hispanic Business Expo**
*Navy Pier– Festival Hall B*
*August 6, 2015*

## FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight.

All orders are governed by the J&J Payment Policy and Limits of Liability and Responsibility.

## ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM

Rates Include:

- Receiving at J&J Warehouse
- Reloading onto trucks and deliver to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For advanced shipments, label each piece and address all shipment documents/bills of lading as follows:

**NAME OF EXHIBITING COMPANY**
**YOUR BOOTH NUMBER**
**2015 HISPANIC BUSINESS EXPO**
**c/o J&J EXHIBITORS SERVICE, INC.**
**2338 SOUTH INDIANA AVENUE**
**CHICAGO, IL 60616**

Last day for shipments to arrive at the advance warehouse without surcharge: **Thursday, July 23, 2015**

## DIRECT SHIPMENTS TO EXHIBIT SITE
## Wednesday, August 5, 2015 between 12:30pm and 4:30 pm ONLY

Shipments can arrive for unloading and delivery to your booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD.** Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

Rates Include:

- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For direct shipments, label each piece and address all shipment documents/bills of lading as follows:

**NAME OF EXHIBITING COMPANY**
**YOUR BOOTH NUMBER**
**2015 HISPANIC BUSINESS EXPO**
**c/o J&J EXHIBITORS SERVICE, INC.**
**NAVY PIER – FESTIVAL HALL B**
**600 EAST GRAND AVENUE**
**CHICAGO, ILLINOIS 60611**

**ONLY** day for shipments to arrive direct to the exhibit site: **Wednesday, August 5, 2015 between 12:30 pm – 4:30 pm**

## RETURN TO WAREHOUSE (OPTIONAL)

After the show, J&J Exhibitors Service can:

- Deliver freight to the warehouse
- Store Freight
- Reload freight on outbound carriers to ship to your specified destination

## BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES" order form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

## EMPTY CONTAINER HANDLING AND STORAGE

Due to Fire Marshall regulations, empty containers cannot be stored in your booth during the show. Empty containers will be removed from your booth, placed in storage and returned to your booth at close of the Show. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. J&J Exhibitors Service assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

## OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, J&J Exhibitors Service will have a Service Desk where labels, Bills of Lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed Bills of Lading should be turned into the J&J Service Desk.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse to await shipping instructions from exhibiting company and will be charged accordingly.

## INSURANCE

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by J&J Exhibitors Service are subject to our "Terms and Conditions" and are governed by our Payment Policy.

## MATERIAL HANDLING CHARGES

Please refer to our enclosed "MATERIAL HANDLING SERVICE AND RATES" form. Rates are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

# MATERIAL HANDLING ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

**Warehouse Rate, received on or before Thursday, July 23, 2015**
*A 25% ($25.00 minimum) late to warehouse surcharge will apply:* **If freight is received after Thursday, July 23, 2015**
**ROUND TRIP RATES, PER SHIPMENT.**

| Shipment Weight (Round up to the next 100 Lbs.) | | Rate/100 Lbs. | Minimum Shipment | | Estimated Charges |
|---|---|---|---|---|---|
| _____ | X | **$115.00** | **$230.00** | = | $ _____ |

***Important Cost Saving Tips: Consolidate shipments weighing less than 200 Pounds. Schedule all shipments to arrive by Thursday, July 23, 2015.***

## SMALL PACKAGE TO THE WAREHOUSE

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 pounds that is received on the same day, from the same shipper and delivered by the same carrier.

**Warehouse Rate, received on or before Thursday, July 23, 2015.**

- Freight received after Thursday, July 23, 2015 will be assessed standard rates.

**ROUND TRIP RATES, PER SHIPMENT.**

| Number of Packages | | First Carton | Additional Carton | | Estimated Charges |
|---|---|---|---|---|---|
| _____ | x | **$50.00** | **$50.00** | = | $ _____ |

## DIRECT SHIPMENTS TO THE EXHIBIT SITE

### CRATED AND/OR SKIDDED SHIPMENTS

Includes shipments unloaded at the dock and delivered to your booth with no additional handling required.

**Direct Rates, received on Wednesday, August 5, 2015 between 12:30 pm – 4:30 pm ONLY**
**ROUND TRIP RATES, PER SHIPMENT.**

| Shipment Weight (Round up to the next 100 Lbs.) | | Rate/100 Lbs. | Minimum Shipment | | Estimated Charges |
|---|---|---|---|---|---|
| _____ | X | **$149.50** | **$299.00** | = | $ _____ |

### MOBILE UNITS

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall are required to hire J&J Exhibitors Service supervision services. A representative from J&J Exhibitors Service will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

**Direct Rates, received on Wednesday, August 5, 2015 between 12:30 pm – 4:30 pm ONLY**
**ROUND TRIP RATES, PER MOBILE UNIT.**

| Number of Mobile Units | | RATE/MOBILE UNIT | | Estimated Charges |
|---|---|---|---|---|
| _____ | X | **$175.00** | = | $ _____ |

## RETURN TO WAREHOUSE

| Shipment Weight (Round up to the next 100 Lbs.) | | Rate/100 Lbs. | Minimum Shipment | | Estimated Charges |
|---|---|---|---|---|---|
| _____ | X | **$25.00** | **$250.00** | = | $ _____ |

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

**PAYMENT ENCLOSED $** _____

**RETURN TO:** J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

**ADVANCE SHIPMENTS ONLY**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**J&J EXHIBITORS SERVICE, INC.**
**2338 SOUTH INDIANA AVENUE**
**CHICAGO, IL 60616**

DELIVER BY JULY 23, 2015

**EXHIBIT MATERIAL - RUSH**

**ADVANCE SHIPMENTS ONLY**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**J&J EXHIBITORS SERVICE, INC.**
**2338 SOUTH INDIANA AVENUE**
**CHICAGO, IL 60616**

DELIVER BY JULY 23, 2015

**EXHIBIT MATERIAL - RUSH**

**ADVANCE SHIPMENTS ONLY**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**J&J EXHIBITORS SERVICE, INC.**
**2338 SOUTH INDIANA AVENUE**
**CHICAGO, IL 60616**

DELIVER BY JULY 23, 2015

**EXHIBIT MATERIAL - RUSH**

**ADVANCE SHIPMENTS ONLY**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**J&J EXHIBITORS SERVICE, INC.**
**2338 SOUTH INDIANA AVENUE**
**CHICAGO, IL 60616**

DELIVER BY JULY 23, 2015

**EXHIBIT MATERIAL - RUSH**

**ADVANCE SHIPMENTS ONLY**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**J&J EXHIBITORS SERVICE, INC.**
**2338 SOUTH INDIANA AVENUE**
**CHICAGO, IL 60616**

DELIVER BY JULY 23, 2015

**EXHIBIT MATERIAL - RUSH**

**DIRECT-TO-DOCK SHIPMENTS**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**C/O J&J EXHIBITORS SERVICE INC.**
**NAVY PIER – FESTIVAL HALL B**
**600 EAST GRAND AVENUE**
**CHICAGO, ILLINOIS 60611**

DELIVER ONLY ON AUGUST 5, 2015

**EXHIBIT MATERIAL - RUSH**

**DIRECT-TO-DOCK SHIPMENTS**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**C/O J&J EXHIBITORS SERVICE INC.**
**NAVY PIER – FESTIVAL HALL B**
**600 EAST GRAND AVENUE**
**CHICAGO, ILLINOIS 60611**

DELIVER ONLY ON AUGUST 5, 2015

**EXHIBIT MATERIAL - RUSH**

**DIRECT-TO-DOCK SHIPMENTS**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**C/O J&J EXHIBITORS SERVICE INC.**
**NAVY PIER – FESTIVAL HALL B**
**600 EAST GRAND AVENUE**
**CHICAGO, ILLINOIS 60611**

DELIVER ONLY ON AUGUST 5, 2015

**EXHIBIT MATERIAL - RUSH**

**DIRECT-TO-DOCK SHIPMENTS**

TO:_____
*NAME OF EXHIBITOR*

BOOTH NO:_____

## 2015 HISPANIC BUSINESS EXPO

*HOLD FOR STORAGE*

**C/O J&J EXHIBITORS SERVICE INC.**
**NAVY PIER – FESTIVAL HALL B**
**600 EAST GRAND AVENUE**
**CHICAGO, ILLINOIS 60611**

DELIVER ONLY ON AUGUST 5, 2015

**EXHIBIT MATERIAL - RUSH**

# J&J Motor Service

## Your freight. Delivered and show-ready.

J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

**Contact us today at 312-225-3323.**

Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

80 PLUS Over 80 years of serving the tradeshow industry.

www.jjmotor.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax



J&J Motor Service is a WBE-certified business.

**J&J Motor Service**
The Original Tradeshow Carrier

# SHIPPING ESTIMATE REQUEST FORM

*Please fill out the form and we will prepare a quote!*

| PICK UP INFORMATION |
|---|
| Requested Pick up Date and Time: |
| Shipper Name: |
| Shipper Address: |
| Shipper City, State and Zip: |
| Shipper Contact Name: |
| Shipper Contact Telephone Number: |

| DESTINATION INFORMATION |
|---|
| Requested Delivery Date and Time: |
| Destination Name: |
| Destination Address: |
| Destination City, State and Zip: |
| Destination Contact Name: |
| Destination Contact Telephone Number: |

| SHIPMENT INFORMATION |
|---|
| Number of Pieces: |
| Total Weight in Pounds:: |
| Total Space Weight: |
| Individual Dimensions: |
| Exclusive/Dedicated Truckload: |

| Special Instructions: |
|---|
| |
| |

| CONTACT INFORMATION |
|---|
| Contact Name: |
| Company Name: |
| Telephone Number: |
| Fax Number: |
| Email Address: |

**A logistics coordinator will call to confirm receipt of your request and discuss your shipping needs!**
**Please fax or email this completed form to:**

# J&J Exhibitors Service

## Your AV. Delivered and show-ready.

### An Audiovisual Partner You Can Rely On

When it's your brand on the line you need an audiovisual partner you can trust. You need the right people, the right equipment and the latest technology…at a price that fits your budget. That's J&J Exhibitors Service. From full production consulting to equipment rental for events and trade shows of any size, we have the expertise to create audiovisual experiences that set your brand apart.

Your expert J&J team can design, install, and produce any event including audiovisual for association events, convention services, corporate meetings, product launches, trade shows and training services. Our team of trained technical directors, engineers, cameramen, lighting directors, electricians and stage hands knows their role in ensuring flawless execution. We make it easy – from the pre-planning stage to on-site support and prompt, detailed billing after the event. It's that simple. And it's why our customers trust us year after year with a 98% rate of repeat business.

#### Show Floor Audiovisual

Exhibitors count on J&J for their audiovisual and computer equipment for trade shows, conventions, and association events. We work with both individual exhibitors and exhibit design companies to flawlessly present brands on the show floor. We provide booth design and consultation, equipment rental, technical support and much more.

#### Event Production

Our technical directors help create exceptional corporate presentations and special events with the latest technology and expert staff that includes audio engineers, video engineers, cameramen, lighting directors, master electricians, staging technicians and project managers.

#### Meetings & Convention Services

The J&J team works closely with meeting and event organizers to support major corporate and association events. From site inspection and pre-planning to equipment specification and on-site event supervision, J&J can help make your event's audiovisual turnkey and worry free for you, your exhibitors and event participants.

**Contact us today at 312-225-3323.**

80 PLUS Over 80 years of serving the tradeshow industry.

www.jjexhibitors.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax



J&J Exhibitors Service is a WBE-certified business.

# AUDIO/VISUAL ORDER FORM

**2015 Hispanic Business Expo**
*Navy Pier – Festival Hall B*
*August 6, 2015*

## VIDEO EQUIPMENT PRICE LIST

*Discount Deadline Date: July 23, 2015*

| DESCRIPTION | ADVANCE DAILY RATE | STANDARD DAILY RATE | QUANTITY | DAYS | TOTAL |
|---|---|---|---|---|---|
| DVD Player | $100.00 | $130.00 | | | |

## FLAT SCREEN DISPLAYS PRICE LIST

| DESCRIPTION | ADVANCE DAILY RATE | STANDARD DAILY RATE | QUANTITY | DAYS | TOTAL |
|---|---|---|---|---|---|
| 20" Multi-Sync Flat Screen | $175.00 | $227.50 | | | |
| 32" Multi-Sync Flat Screen | $340.00 | $442.00 | | | |
| 42" Multi-Sync Flat Screen* | $450.00 | $585.00 | | | |
| 52" Multi-Sync Flat Screen* | $600.00 | $780.00 | | | |
| 60" Multi-Sync Flat Screen* | $1,470.00 | $1,911.00 | | | |
| 70" Multi-Sync Flat Screen* | *Call for quote* | *Call for quote* | | | |
| Plasma Stand | $150.00 | $195.00 | | | |
| Plasma Stand Shelf | $30.00 | $39.00 | | | |

**Requires one hour of labor at $89.50 for set-up/strike of plasma monitors.*

## DELIVERY / PICK UP INFORMATION

*Delivery Date: _____ Approximate Arrival Time: _____

*Exhibitor must be present to sign for order at time of delivery. Please contact the Exhibitor Service Desk for delivery. You must notify our representative that you are at your booth and have electrical power in place. Union Electricians will deliver in the order that requests are received. J&J Exhibitors Service is unable to guarantee a delivery time.

*Pick-up Date: _____

*Exhibitor is responsible for equipment until a J&J Exhibitors Service representative picks it up. Pick-up will be at the close of the show unless otherwise specified. No removal of equipment will take place during show hours.

## LIMITS OF LIABILITY AND RESPONSIBILITY

1. Cancellation: in the event Lessee cancels this order, Lessee will be charges a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charges for replacement cost, labor or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. On location set-up and take-down by required union labor is not included in the equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a J&J Exhibitors Service representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

**METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

| | |
|---|---|
| **EQUIPMENT SUBTOTAL** | **$** |
| **22% SERVICE CHARGE** | **$** |
| **9% TAX** | **$** |
| **PAYMENT ENCLOSED** | **$** |

**RETURN TO:** J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

TRADE SHOW FURNISHINGS 2015

# Product Catalog

CORT®

© 2015 CORT. A Berkshire Hathaway Company.

# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA

CHR003

SFA003

## MIRABEL

CHR001

SFA001

## ALLEGRO

CHR002

SFA002

## KEY WEST

OCB

LSM

SOM

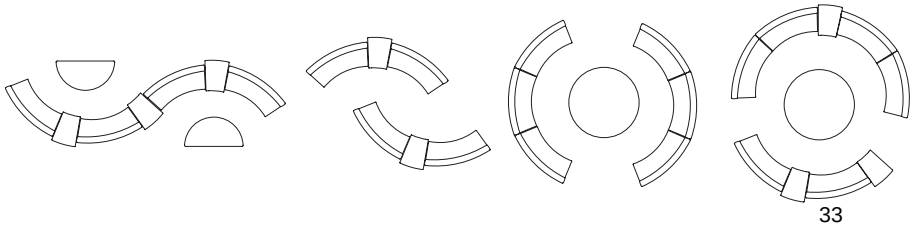
## SOUTH BEACH

OTS

SO1

SO2

**Suggested Uses of South Beach**



## TANGIERS

TANCHR

TANSOF

## NAPLES

NPLCHR

NPLLOV

NPLSOF

## HEATHROW

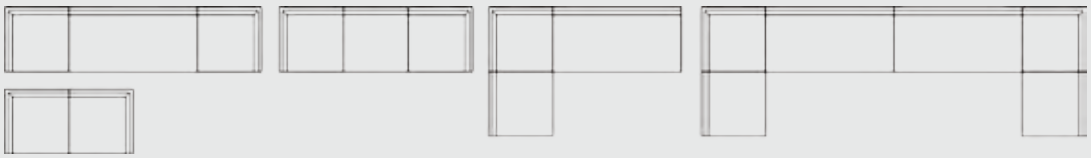
HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow



# SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

# LOVESEATS

LSM

NPLLOV

**SOFAS & SECTIONALS**

**HEA08 Heathrow Sofa**
Black Vinyl
48"L 24"D 28"H

**SO1 South Beach Sofa**
Platinum Suede
69"L 29"D 33"H

**SFA001 Mirabel Sofa**
Brown Leather
76"L 35"D 32"H

**SFA002 Allegro**
Blue Fabric
73"L 34.5"D 30"H

**NPLSOF Naples Sofa**
Black Vinyl
87"L 30"D 28"H

**TANSOF Tangiers Sofa**
Beige Textured
78"L 37"D 36"H

**SOM Key West Sofa**
Black
85"L 35"D 33"H

**SFA003 Roma**
White Vinyl
78"L 31"D 33"H

**HS008 Heathrow 3 pc. Sectional**
Black Vinyl
72"L 48"D 28"H

**SO2 South Beach 3 pc. Sectional**
Platinum Suede
152"L 40"D 33"H

**LOVESEATS**

**LSM Key West Loveseat**
Black
57"L 35"D 33"H

**NPLLOV Naples Loveseat**
Black Vinyl
62"L 30"D 28"H

## CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

## OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

## MEETING CHAIRS

OCMESP

OCMTAU

### CLUB CHAIRS

**CHR003 Roma Chair**
White Vinyl
37"L 31"D 33"H

**CHR001 Mirabel Chair**
Brown Leather
36"L 35"D 32"H

**CHR002 Allegro Chair**
Blue Fabric
36"L 34.5"D 30"H

**NPLCHR Naples Chair**
Black Vinyl
36"L 30"D 28"H

**TANCHR Tangiers Chair**
Beige Textured
34"L 37"D 36"H

**OCB Key West Tub Chair**
Black
31"L 31"D 31"H

**HCH08 Heathrow Chair**
Black Vinyl
24"L 24"D 28"H

**HC008 Heathrow Corner Chair**
Black Vinyl
24"L 24"D 28"H

### OCCASIONAL CHAIRS

**SWAN Swanson Swivel Chair**
White Vinyl
28"L 25"D 18"H

**OCA T-Vac Chair**
Translucent, Chrome
25"L 23"D 30"H

**OCH Madrid Chair**
Black Leather
30"L 30"D 31"H

**BCW Madrid Chair**
White Leather
30"L 30"D 31"H

**CCE Ice Chair**
Transparent, Chrome
17.25"L 20"D 32"H

**LABREA La Brea Swivel Chair**
Charcoal Gray, Fabric
35"L 27"D 40"H

**MADGRY Madden Arm Chair**
Light Gray, Vinyl
27"L 32"D 33"H

### MEETING CHAIRS

**OCMESP Meeting Chair**
Espresso Leather
25.5"L 23.5"D 34"H

**OCMTAU Meeting Chair**
Taupe Fabric
25.5"L 23.5"D 34"H

# OTTOMANS

BNO08

BN075

END02B


END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

**OTTOMANS**

**BNO08 Bench Ottoman**
Black Vinyl
60"L 20"D 18"H

**BNO75 Bench Ottoman**
White Vinyl
60"L 20"D 18"H

**END02B Endless Square Ottoman**
Black
34"L 34"D 15"H

**END02W Endless Square Ottoman**
White
34"L 34"D 15"H

**SAL Sally Stool**
White
12" Round 17"H

**OSC Milano Cube**
White Leather
17"L 17"D 18"H

**OTH Milano Cube**
Black Leather
17"L 17"D 18"H

**PUZ2SW Puzzle Bench Ottoman**
White
48"L 24"D 18"H

**CUBL20 Edge LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

**Vibe Cube Ottoman**
Waterproof
18"L 18"D 18"H
**VIB05** Yellow Vinyl
**VIB06** Gold/Bronze Vinyl
**VIB07** Beige Vinyl
**VIB08** Orange Vinyl
**VIB01** Green Vinyl
**VIB02** Blue Vinyl
**VIB03** Pink Vinyl
**VIB04** Red Vinyl

**OTS South Beach Wedge Ottoman**
Platinum Suede
25"L 31"D 18"H

**OTK Half Round Ottoman**
Black Leather
72"L 36"D 17"H

**OTL Half Round Ottoman**
White Leather
72"L 36"D 17"H

**CCB Circle Ottoman**
Black Leather
72"L 72"D 17"H

**CCW Circle Ottoman**
White Leather
72"L 72"D 17"H

**CCZ Circle Ottoman**
Black, White Leather
72"L 72"D 17"H

# GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

**GROUP SEATING**

**RSTDIN Rustique Chair with arms**
Gunmetal
20"L 18"D 31"H

**DUET Duet Chair**
Black, Chrome
21"L 23"D 33"H

**CS8 Berlin Chair**
Black
18"L 22"D 32"H

**CS9 Berlin Chair**
Red
18"L 22"D 32"H

**SC4 Jetson Chair**
Black
19"L 18"D 31"H

**SC1 New York Chair**
Black, Maple
18"L 17"D 34"H

**XCHR Christopher Chair**
White Vinyl, Chrome
17"L 19"D 35"H

**SC9 Panton Chair**
White
20"L 24"D 33"H

**SC10 Razor Chair**
White
15.38"L 15.5"D 30.5"H

**CH002 Wendy Chair**
Clear Acrylic
15"L 20"D 36"H

**SCF Fusion Chair**
Black, White
19"L 21"D 32"H

**SCC Fusion Chair**
Clear, White
19"L 21"D 32"H

**SCE Fusion Chair**
Red, White
19"L 21"D 32"H

**SCD Fusion Chair**
Green, White
19"L 21"D 32"H

**SC8 Flex Chair with wheels**
24"L 22"D 31"H

**SC3 Brewer Chair**
Onyx, Black
20"L 20"D 32"H

**XC3 Luxor Guest Chair**
Black Leather
27"L 28"D 40"H

**XC6 Altura Guest Chair**
Black Crepe
25"L 20"D 34"H

**CO4 Iso Mesh Chair**
Black
26"L 24"D 38"H

# COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

# SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

**COCKTAIL TABLES**

**COLI Oliver Cocktail Table**
Walnut Finish
47"L 27"D 19"H

**C1E Silverado Cocktail Table**
Glass, Chrome
36" Round 17"H

**C1D Soho Cocktail Table**
Espresso, Metal
38"L 38"D 18.5"H

**C1K Inspiration Cocktail Table**
Glass, Brushed Steel
42"L 28"D 18"H

**C1F Geo Cocktail Table**
Glass, Black
50"L 22"D 16"H

**C1C Geo Cocktail Table**
Glass, Chrome
50"L 22"D 16"H

**C1W Sydney Cocktail Table**
White, Brushed Steel
48"L 26"D 18"H

**C1Y Sydney Cocktail Table**
Black, Brushed Steel
48"L 26"D 18"H

**END TABLES**

**TMBTBL Timber Table**
Wood
16" Round 17"H

**NEMSAC Mosaic Tables, Set of 3**
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

**ETBL E Table**
Wood
21"L 15.5"D 27.5"H

**AURA Aura Round Table**
White Metal
15" Round 22"H

**EOLI Oliver End Table**
Walnut Finish
22" Round 22"H

**E1E Silverado End Table**
Glass, Chrome
24" Round 22"H

**E1D Soho End Table**
Espresso, Metal
26"L 26"D 27"H

**E1K Inspiration End Table**
Glass, Brushed Steel
24"L 28"D 22"H

**E1F Geo End Table**
Glass, Black
26"L 26"D 20"H

**E1C Geo End Table**
Glass, Chrome
26"L 26"D 20"H

**CDYTB Candy Table**
White/Black Top
18"L 18"D 18"H

**E1W Sydney End Table**
White, Brushed Steel
27"L 23"D 22"H

**E1Y Sydney End Table**
Black, Brushed Steel
27"L 23"D 22"H

**CUBTBL Edge LED Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

# CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

# SAMPLE CONFERENCE SETS

**CONFERENCE TABLES**

**CG1 Manhattan Table**
Glass, Black
42" Round 29"H

**CF2 Geo Table, Rectangular**
Glass, Black
60"L 36"D 29"H

**CE2 Geo Table, Rectangular**
Glass, Chrome
60"L 36"D 29"H

**OCT6W Nova Oval Table**
White, Silver Powder Coated Legs
71"L 36"D 29"H

**CE1 Geo Table, Rounded Square**
Glass, Chrome
42"L 42"D 29"H

**CF1 Geo Table, Rounded Square**
Glass, Black
42"L 42"D 29"H

**CB2 Table**
6' Graphite Nebula
72"L 42"D 29"H

**MERLIN Merlin Multi Use Table**
Gray Laminate, Black
46"L 29"D 30"H

**WD3 Work Table**
White Laminate, White
48"L 24"D 30"H

**CB3 Table**
8' Graphite Nebula
96"L 48"D 29"H

**CD2 Table**
6' Gray Nebula
72"L 42"D 29"H

**CD3 Table**
8' Gray Nebula
96"L 48"D 29"H

**CC6 Table**
6' Mahogany
72"L 36"D 29.5"H

**CC7 Table**
8' Mahogany
96"L 48"D 29.5"H

**CC8 Table**
10' Mahogany
120"L 48"D 29.5"H

**CT06GR Table**
6' Granite
72"L 36"D 29"H

**C508GR Table**
8' Granite
96"L 44"D 29"H

**CT10GR Table**
10' Granite
120"L 46"D 29"H

**CC5 Table**
Mahogany
42" Round 29"H

**CB1 Table**
Graphite Nebula
42" Round 29"H

**CONF42 Table**
White Laminate
42" Round 29"H

## EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

## G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

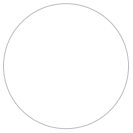
G30CMW

G30CWS

G30CWW

## TABLE TOP OPTIONS

MAPLE


WHITE

### EXECUTIVE CHAIRS

**PROEXE Pro Executive Chair**
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

**XC2 Luxor Executive Chair**
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

**XC1 Luxor Executive Chair**
High Back, Black Leather
27"L 28"D 47"H
Adjustable

**XC5 Altura Executive Chair**
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

**XC4 Altura Executive Chair**
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

**OTO Perth Chair**
High Back, Black
23"L 21"D 43"H
Adjustable

### BAR TABLES

**G30BMS Bar Table**
Maple Top
72"L 26"D 42"H

**G30BMW Bar Table**
with Grommet Holes,
Maple Top
72"L 26"D 42"H

**G30BWS Bar Table**
White Top
72"L 26"D 42"H

**G30BWW Bar Table**
with Grommet Holes,
White Top
72"L 26"D 42"H

### CAFÉ TABLES

**G30DMS Café Table**
Maple Top
72"L 26"D 30"H

**G30DMW Café Table**
with Grommet Holes,
Maple Top
72"L 26"D 30"H

**G30DWS Café Table**
White Top
72"L 26"D 30"H

**G30DWW Café Table**
with Grommet Holes,
White Top
72"L 26"D 30"H

### COCKTAIL TABLES

**G30CMS Cocktail Table**
Maple Top
72"L 26"D 18"H

**G30CMW Cocktail Table**
with Grommet Holes,
Maple Top
72"L 26"D 18"H

**G30CWS Cocktail Table**
White Top
72"L 26"D 18"H

**G30CWW Cocktail Table**
with Grommet Holes,
White Top
72"L 26"D 18"H

# BARSTOOLS

RSTSTL

BS001

BS002

BS003

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

**BARSTOOLS**

**RSTSTL Rustique Barstool**
Gunmetal
13"L 13"D 30"H

**BS001 Shark Barstool**
White, Chrome
22"L 19"D 34–44"H

**BS002 Zoey Barstool**
White, Chrome
15"L 16"D 26-30.5"H

**BS003 Zoey Barstool**
Black, Chrome
15"L 16"D 26-30.5"H

**ROLLRD Lift Barstool**
Red Vinyl
15" Round
23–33.5"H Adjustable

**ROLLGY Lift Barstool**
Gray Vinyl
15" Round
23–33.5"H Adjustable

**ROLLWH Lift Barstool**
White Vinyl
15" Round
23–33.5"H Adjustable

**ROLLBL Lift Barstool**
Black Vinyl
15" Round
23–33.5"H Adjustable

**BSN Jetson Barstool**
Black
18"L 19"D 29"H

**BCE Ice Barstool**
Transparent, Chrome
16"L 14"D 33"H

**BSS Banana Barstool**
Black, Chrome
21"L 22"D 30"H

**BST Banana Barstool**
White, Chrome
21"L 22"D 30"H

**BSL Gin Barstool**
Maple, Chrome
16"L 16"D 29"H

**BSC Oslo Barstool**
White
17"L 20"D 30"H

**BSD Oslo Barstool**
Blue
17"L 20"D 30"H

# BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

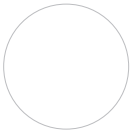
WTB

WTC

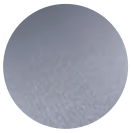
# TABLE TOP OPTIONS

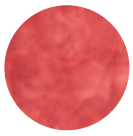
MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED


BRUSHED RED

BRUSHED BLUE

**BAR TABLES**

**Standard Black Base**
30" Round 42"H
**VTK** Maple Top
**VTJ** Graphite Nebula Top
**30MHSB** Mahogany Top
**VTG** Silver Textured Top
**VTB** Brushed Red Top
**VTC** Brushed Blue Top

**Standard Black Base**
36" Round 42"H
**VTP** Maple Top
**VTN** Graphite Nebula Top
**VTW** White Laminate Top

**Tulip Chrome Base**
30" Round 42"H
**WTK** Maple Top
**WTJ** Graphite Nebula Top
**30MHTB** Mahogany Top
**WTS** Silver Textured Top
**WTB** Brushed Red Top
**WTC** Brushed Blue Top

**Tulip Chrome Base**
36" Round 42"H
**WTP** Maple Top
**WTN** Graphite Nebula Top
**WTW** White Laminate Top

# CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

# SAMPLE BAR TABLE SETS

**CAFÉ TABLES**

**Standard Black Base**
30" Round 29"H
**ZTK** Maple Top
**ZTJ** Graphite Nebula Top
**30MHSC** Mahogany Top
**ZTG** Silver Textured Top
**ZTB** Brushed Red Top
**ZTC** Brushed Blue Top

**Standard Black Base**
36" Round 29"H
**ZTP** Maple Top
**ZTN** Graphite Nebula Top
**ZTQ** White Laminate Top

**Tulip Chrome Base**
30" Round 29"H
**XTK** Maple Top
**XTJ** Graphite Nebula Top
**30MHTC** Mahogany Top
**XTS** Silver Textured Top
**XTB** Brushed Red Top
**XTC** Brushed Blue Top

**Tulip Chrome Base**
36" Round 29"H
**XTP** Maple Top
**XTN** Graphite Nebula Top
**XTR** White Laminate Top

## TRAINING ROOM

MERLIN

WD3

## BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

## UTILITY CHAIRS

SY1

DF1

**TRAINING ROOM**

**MERLIN Merlin Multi Use Table**
Gray Laminate, Black
46"L 29"D 30"H

**WD3 Work Table**
White Laminate, White
48"L 24"D 30"H

**BOOKCASES & PRODUCT DISPLAYS**

**Plastic Pedestal**
Black
**PMB36** 24"L 24"D 36"H
**PMB42** 24"L 24"D 42"H

**PDL Locking Door Pedestal**
Black
24"L 24"D 42"H

**Powered Locking Pedestal**
White
**PDL36W**
24"L 24"D 36"H
**PDL42W**
24"L 24"D 42"H

**BC6 Bookcase**
Mahogany
36"L 13"D 71"H

**BC7 Bookcase**
Granite
36"L 13"D 71"H

**Powered Locking Pedestal**
Black
**PDL36B**
24"L 24"D 36"H
**PDL42B**
24"L 24"D 42"H

**ET2 Etagere**
Black
30"L 16"D 70"H

**ET1 Etagere**
Pewter
30"L 16"D 70"H

**UTILITY CHAIRS**

**SY1 Altura Steno Chair**
Black Crepe
25"L 26"D 21"H

**DF1 Altura Drafting Stool**
Black Crepe
25"L 26"D 34"H

## DESKS & CREDENZAS

JD6

JD7

CR6

CR7

## FILES

VF4

VF2

L26

L27

## FRIDGES

R1R

R1Q

### DESKS & CREDENZAS

**JD6 Executive Desk**
Mahogany
60"L 30"D 29"H

**JD7 Executive Desk**
Granite
60"L 30"D 29"H

**CR6 Credenza**
Mahogany
72"L 24"D 29"H

**CR7 Credenza**
Granite
72"L 24"D 29"H

### FILES

**VF4 Vertical File**
4 Drawer
27"L 19"D 52"H

**VF2 Vertical File**
2 Drawer
27"L 19"D 28"H

**L26 Lateral File**
Mahogany
36"L 20"D 29"H

**L27 Lateral File**
Granite
36"L 20"D 29"H

### FRIDGES

**R1R Refrigerator**
White
14.0 cubic feet
28"L 28"D 64"H

**R1Q Refrigerator**
White
4.0 cubic feet
20"L 22"D 33"H

## MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

## LAMPS

LA15

LA14

## LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

### MOBILE TABLET STAND ACCESSORIES

**TBBCHR Brochure Holder**
Black
8.625"L 1.1"D 11.325"H

**TBSHLF Charging Shelf**
Black
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer Holder**
Black
3.3"L 1.9"D 5.28"H

### MOBILE TABLET STANDS

**TBSTDW Mobile Tablet Stand**
White
14"L 13"D 44.5"H

**TBSTND Mobile Tablet Stand**
Black
14"L 13"D 44.5"H

### LAMPS

**LA15 Mason Floor Lamp**
Brushed Silver
18" Round 55"H

**LA14 Mason Table Lamp**
Brushed Silver
16" Round 26"H

### LIGHTED PRODUCTS

**CUBL20 Edge LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

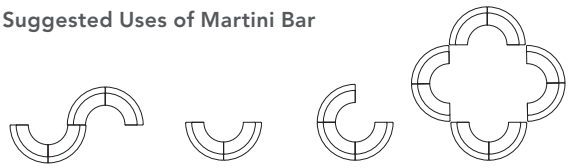
**CUBTBL Edge LED Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

# BARS

BRC

BR1

Suggested Uses of Martini Bar



**BARS**

**BRC Martini Bar Circle**
Comprised of three
**BR1** Martini Bars
100"L 100"D 45"H

**BR1 Martini Bar**
67"L 22"D 45"H

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| **Authorized By:** | |

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| | | **State Tax:** (excluding NV, CA & OR) | |
| | | **TOTAL DUE:** | |
| **Credit Card:** | | | |
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**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

| CODE | QTY | ITEM | DESCRIPTION | 2015 | TOTAL |
|---|---|---|---|---|---|
| **PREMIER COLLECTIONS** | | | | | |
| CHR003 | | Roma Chair | White Vinyl | $ 409 | |
| SFA003 | | Roma Sofa | White Vinyl | $ 599 | |
| CHR001 | | Mirabel Chair | Brown Leather | $ 386 | |
| SFA001 | | Mirabel Sofa | Brown Leather | $ 592 | |
| CHR002 | | Allegro Chair | Blue Fabric | $ 369 | |
| SFA002 | | Allegro Sofa | Blue Fabric | $ 525 | |
| OCB | | Key West Chair | Black | $ 299 | |
| LSM | | Key West Loveseat | Black | $ 369 | |
| SOM | | Key West Sofa | Black | $ 423 | |
| OTS | | South Beach Ottoman | Platinum Suede | $ 239 | |
| SO1 | | South Beach Sofa | Platinum Suede | $ 499 | |
| SO2 | | South Beach Sectional | Platinum Suede, 3pc | $ 1,198 | |
| TANCHR | | Tangiers Chair | Beige Textured | $ 324 | |
| TANSOF | | Tangiers Sofa | Beige Textured | $ 499 | |
| NPLCHR | | Naples Chair | Black Vinyl | $ 439 | |
| NPLLOV | | Naples Loveseat | Black Vinyl | $ 529 | |
| NPLSOF | | Naples Sofa | Black Vinyl | $ 629 | |
| HC008 | | Heathrow Corner Chair | Black Vinyl | $ 419 | |
| HCH08 | | Heathrow Chair | Black Vinyl | $ 389 | |
| HEA08 | | Heathrow Sofa | Black Vinyl | $ 499 | |
| HS008 | | Heathrow Sectional | Black Vinyl, 3pc | $ 1,309 | |
| **OCCASIONAL CHAIRS** | | | | | |
| CCE | | Ice Chair | Transparent, Chrome | $ 165 | |
| LABREA | | La Brea Swivel Chair | Charcoal Gray | $ 309 | |
| MADGRY | | Madden Arm Chair | Light Gray, Vinyl | $ 319 | |
| BCW | | Madrid Chair | White Leather | $ 562 | |
| OCH | | Madrid Chair | Black Leather | $ 562 | |
| SWAN | | Swanson Swivel Chair | White Vinyl | $ 269 | |
| OCA | | T-Vac Chair | Translucent, Chrome | $ 209 | |
| **MEETING CHAIRS** | | | | | |
| OCMESP | | Meeting Chair | Espresso Leather | $ 209 | |
| OCMTAU | | Meeting Chair | Taupe Fabric | $ 205 | |
| **GROUP SEATING** | | | | | |
| XC6 | | Altura Guest Chair | Black Crepe | $ 232 | |
| CS8 | | Berlin Chair | Black, White | $ 95 | |
| CS9 | | Berlin Chair | Red, White | $ 95 | |
| SC3 | | Brewer Chair | Onyx, Black | $ 131 | |
| XCHR | | Christopher Chair | White Vinyl, Chrome | $ 79 | |
| DUET | | Duet Chair | Black, Chrome | $ 49 | |

| CODE | QTY | ITEM | DESCRIPTION | 2015 | TOTAL |
|---|---|---|---|---|---|
| SC8 | | Flex Chair w/ Wheels | Black | $ 129 | |
| SCC | | Fusion Chair | Clear, White | $ 105 | |
| SCD | | Fusion Chair | Green, White | $ 105 | |
| SCE | | Fusion Chair | Red, White | $ 105 | |
| SCF | | Fusion Chair | Black, White | $ 105 | |
| CO4 | | Iso Mesh Chair | Black | $ 221 | |
| SC4 | | Jetson Chair | Black | $ 145 | |
| XC3 | | Luxor Guest Chair | Black Leather | $ 261 | |
| SC1 | | New York Chair | Black, Maple | $ 145 | |
| SC9 | | Panton Chair | White | $ 149 | |
| SC10 | | Razor Armless Chair | White | $ 59 | |
| RSTDIN | | Rustique Chair w/ arms | Gunmetal | $ 109 | |
| CH002 | | Wendy Chair | Clear Acrylic | $ 89 | |
| **EXECUTIVE CHAIRS** | | | | | |
| OTO | | Perth High Back | Black | $ 318 | |
| PROEXE | | Pro Executive High Back | White Classic Vinyl | $ 279 | |
| XC1 | | Luxor High Back | Black Leather | $ 302 | |
| XC2 | | Luxor Mid Back | Black Leather | $ 284 | |
| XC4 | | Altura High Back | Black Crepe | $ 278 | |
| XC5 | | Altura Mid Back | Black Crepe | $ 255 | |
| **UTILITY CHAIRS** | | | | | |
| DF1 | | Altura Drafting Stool | Black Crepe | $ 229 | |
| SY1 | | Altura Steno Chair | Black Crepe | $ 149 | |
| **BARSTOOLS** | | | | | |
| BCE | | Ice Barstool | Transparent, Chrome | $ 199 | |
| BS001 | | Shark Barstool | White, Chrome | $ 239 | |
| BS002 | | Zoey Barstool | White, Chrome | $ 219 | |
| BS003 | | Zoey Barstool | Black, Chrome | $ 219 | |
| BSC | | Oslo Barstool | White | $ 197 | |
| BSD | | Oslo Barstool | Blue | $ 197 | |
| BSL | | Gin Barstool | Maple, Chrome | $ 149 | |
| BSN | | Jetson Barstool | Black | $ 200 | |
| BSS | | Banana Barstool | Black, Chrome | $ 187 | |
| BST | | Banana Barstool | White, Chrome | $ 187 | |
| ROLLBL | | Lift Barstool | Black Vinyl | $ 159 | |
| ROLLGY | | Lift Barstool | Gray Vinyl | $ 159 | |
| ROLLRD | | Lift Barstool | Red Vinyl | $ 159 | |
| ROLLWH | | Lift Barstool | White Vinyl | $ 159 | |
| RSTSTL | | Rustique Barstool | Gunmetal | $ 99 | |



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| SHOW NAME: | | BOOTH: | |
|---|---|---|---|

| CODE | QTY | ITEM | DESCRIPTION | 2015 | TOTAL |
|---|---|---|---|---|---|
| **BARS** | | | | | |
| BR1 | | Martini Bar | Gray Metal, Frosted Glass Top | $ 1,011 | |
| BRC | | Martini Bar Circle | 3 Martini Bars | $ 2,911 | |
| **OTTOMANS** | | | | | |
| BNO08 | | Bench Ottoman | Black Vinyl | $ 309 | |
| BNO75 | | Bench Ottoman | White Vinyl | $ 309 | |
| CCB | | Circle Ottoman | Black Leather | $ 479 | |
| CCW | | Circle Ottoman | White Leather | $ 479 | |
| CCZ | | Circle Ottoman | Black/White Leather | $ 479 | |
| CUBL20 | | Edge LED Cube Ottoman | White, Plastic | $ 148 | |
| END02B | | Endless Square Ottoman | Black | $ 269 | |
| END02W | | Endless Square Ottoman | White | $ 269 | |
| OSC | | Milano Cube Ottoman | White Leather | $ 95 | |
| OTH | | Milano Cube Ottoman | Black Leather | $ 95 | |
| OTK | | Half Round Ottoman | Black Leather | $ 290 | |
| OTL | | Half Round Ottoman | White Leather | $ 290 | |
| PUZ2SW | | Puzzle Bench Ottoman | White | $ 232 | |
| SAL | | Sally Stool/Ottoman | White | $ 69 | |
| VIB01 | | Vibe Cube Ottoman | Green Vinyl | $ 105 | |
| VIB02 | | Vibe Cube Ottoman | Blue Vinyl | $ 105 | |
| VIB03 | | Vibe Cube Ottoman | Pink Vinyl | $ 105 | |
| VIB04 | | Vibe Cube Ottoman | Red Vinyl | $ 105 | |
| VIB05 | | Vibe Cube Ottoman | Yellow Vinyl | $ 105 | |
| VIB06 | | Vibe Cube Ottoman | Gold/Bronze Vinyl | $ 105 | |
| VIB07 | | Vibe Cube Ottoman | Beige Vinyl | $ 105 | |
| VIB08 | | Vibe Cube Ottoman | Orange Vinyl | $ 105 | |
| **COCKTAIL TABLES** | | | | | |
| C1C | | Geo Cocktail Table | Glass, Chrome | $ 189 | |
| C1D | | Soho Cocktail Table | Espresso, Metal | $ 299 | |
| C1E | | Silverado Cocktail Table | Glass, Chrome | $ 209 | |
| C1F | | Geo Cocktail Table | Glass, Black | $ 189 | |
| C1K | | Inspiration Cocktail Table | Glass, Brushed Steel | $ 233 | |
| C1W | | Sydney Cocktail Table | White, Brushed Steel | $ 212 | |
| C1Y | | Sydney Cocktail Table | Black, Brushed Steel | $ 212 | |
| COLI | | Oliver Cocktail Table | Walnut Finish | $ 180 | |
| **SIDE & END TABLES** | | | | | |
| AURA | | Aura Round Table | White Metal | $ 109 | |
| CDYTB | | Candy Table | Black Top | $ 159 | |
| CUBTBL | | Edge LED Cube Table | Plastic, Plexi Top | $ 149 | |
| E1C | | Geo End Table | Glass, Chrome | $ 185 | |
| E1D | | Soho End Table | Espresso, Metal | $ 269 | |
| E1E | | Silverado End Table | Glass, Chrome | $ 199 | |
| E1F | | Geo End Table | Glass, Black | $ 185 | |
| E1K | | Inspiration End Table | Glass, Brushed Steel | $ 219 | |
| E1W | | Sydney End Table | White, Brushed Steel | $ 191 | |
| E1Y | | Sydney End Table | Black, Brushed Steel | $ 191 | |
| EOLI | | Oliver End Table | Walnut Finish | $ 160 | |
| ETBL | | E Table | Wood | $ 134 | |
| NEMSAC | | Mosaic Tables | Set of 3 | $ 219 | |
| TMBTBL | | Timber Table | Wood | $ 129 | |
| **CONFERENCE & TRAINING TABLES** | | | | | |
| C508GR | | 8' Table | Granite | $ 419 | |
| CB1 | | 42" Round Table | Graphite Nebula | $ 289 | |
| CB2 | | 6' Conference Table | Graphite Nebula | $ 355 | |
| CB3 | | 8' Conference Table | Graphite Nebula | $ 419 | |
| CC5 | | 42" Round Table | Mahogany | $ 289 | |
| CC6 | | 6' Table | Mahogany | $ 355 | |
| CC7 | | 8' Table | Mahogany | $ 419 | |
| CC8 | | 10' Table | Mahogany | $ 629 | |
| CD2 | | 6' Conference Table | Gray Nebula | $ 355 | |
| CD3 | | 8' Conference Table | Gray Nebula | $ 419 | |
| CE1 | | Geo Table, Rnd Sq | Glass, Chrome | $ 239 | |
| CE2 | | Geo Table, Rectangle | Glass, Chrome | $ 339 | |
| CF1 | | Geo Table, Rnd Sq | Glass, Black | $ 239 | |
| CF2 | | Geo Table, Rectangle | Glass, Black | $ 339 | |
| CG1 | | Manhattan Table | Glass, Black | $ 249 | |
| CONF42 | | 42" Round Table | White Laminate | $ 289 | |
| CT06GR | | 6' Table | Granite | $ 355 | |
| CT10GR | | 10' Table | Granite | $ 629 | |
| OCT6W | | Nova Oval Table | White, Silver Legs | $ 399 | |
| MERLIN | | Merlin Multi Use Table | Gray Laminate, Black | $ 259 | |
| WD3 | | Work Table | White Laminate, White | $ 249 | |
| **G30 COMMUNAL TABLES** | | | | | |
| G30BMS | | G30 Bar Table | Maple Top | $ 499 | |
| G30BWS | | G30 Bar Table | White Top | $ 499 | |
| G30CMS | | G30 Cocktail Table | Maple Top | $ 279 | |
| G30CWS | | G30 Cocktail Table | White Top | $ 279 | |
| G30DMS | | G30 Café Table | Maple Top | $ 399 | |
| G30DWS | | G30 Café Table | White Top | $ 399 | |

| CODE | QTY | ITEM | DESCRIPTION | 2015 | TOTAL |
|---|---|---|---|---|---|
| **G30 COMMUNAL TABLES W/ GROMMET HOLES** | | | | | |
| G30BMW | | G30 Bar Table | Maple Top | $ 499 | |
| G30BWW | | G30 Bar Table | White Top | $ 499 | |
| G30CMW | | G30 Cocktail Table | Maple Top | $ 279 | |
| G30CWW | | G30 Cocktail Table | White Top | $ 279 | |
| G30DMW | | G30 Cafe Table | Maple Top | $ 399 | |
| G30DWW | | G30 Cafe Table | White Top | $ 399 | |
| **BAR TABLES W/ STANDARD BLACK BASE** | | | | | |
| 30MHSB | | 30" Round Bar Table | Mahogany Top | $ 217 | |
| VTB | | 30" Round Bar Table | Brushed Red Top | $ 185 | |
| VTC | | 30" Round Bar Table | Brushed Blue Top | $ 185 | |
| VTG | | 30" Round Bar Table | Silver Textured Top | $ 185 | |
| VTJ | | 30" Round Bar Table | Graphite Nebula Top | $ 185 | |
| VTK | | 30" Round Bar Table | Maple Top | $ 185 | |
| VTN | | 36" Round Bar Table | Graphite Nebula Top | $ 199 | |
| VTP | | 36" Round Bar Table | Maple Top | $ 199 | |
| VTW | | 36" Round Bar Table | White Laminate Top | $ 199 | |
| **BAR TABLES W/ TULIP CHROME BASE** | | | | | |
| 30MHTB | | 30" Round Bar Table | Mahogany Top | $ 285 | |
| WTB | | 30" Round Bar Table | Brushed Red Top | $ 285 | |
| WTC | | 30" Round Bar Table | Brushed Blue Top | $ 285 | |
| WTJ | | 30" Round Bar Table | Graphite Nebula Top | $ 285 | |
| WTK | | 30" Round Bar Table | Maple Top | $ 285 | |
| WTS | | 30" Round Bar Table | Silver Textured Top | $ 285 | |
| WTN | | 36" Round Bar Table | Graphite Nebula Top | $ 299 | |
| WTP | | 36" Round Bar Table | Maple Top | $ 299 | |
| WTW | | 36" Round Bar Table | White Laminate Top | $ 299 | |
| **CAFE TABLES W/ STANDARD BLACK BASE** | | | | | |
| 30MHSC | | 30" Round Café Table | Mahogany Top | $ 208 | |
| ZTB | | 30" Round Café Table | Brushed Red Top | $ 169 | |
| ZTC | | 30" Round Café Table | Brushed Blue Top | $ 169 | |
| ZTG | | 30" Round Café Table | Silver Textured Top | $ 169 | |
| ZTJ | | 30" Round Café Table | Graphite Nebula Top | $ 169 | |
| ZTK | | 30" Round Café Table | Maple Top | $ 169 | |
| ZTN | | 36" Round Café Table | Graphite Nebula Top | $ 184 | |
| ZTP | | 36" Round Café Table | Maple Top | $ 184 | |
| ZTQ | | 36" Round Café Table | White Laminate Top | $ 184 | |
| **CAFE TABLES W/ TULIP CHROME BASE** | | | | | |
| 30MHTC | | 30" Round Café Table | Mahogany Top | $ 269 | |
| XTB | | 30" Round Café Table | Brushed Red Top | $ 269 | |
| XTC | | 30" Round Café Table | Brushed Blue Top | $ 269 | |
| XTJ | | 30" Round Café Table | Graphite Nebula Top | $ 269 | |
| XTK | | 30" Round Café Table | Maple Top | $ 269 | |
| XTS | | 30" Round Café Table | Silver Textured Top | $ 269 | |
| XTN | | 36" Round Café Table | Graphite Nebula Top | $ 285 | |
| XTP | | 36" Round Café Table | Maple Top | $ 285 | |
| XTR | | 36" Round Café Table | White Laminate Top | $ 285 | |
| **BOOKCASES & PRODUCT DISPLAYS** | | | | | |
| BC6 | | Bookcase | Mahogany | $ 289 | |
| BC7 | | Bookcase | Granite | $ 259 | |
| ET1 | | Etagere | Pewter, Metal/Glass | $ 259 | |
| ET2 | | Etagere | Black, Metal/Glass | $ 259 | |
| PDL | | Locking Pedestal | Black | $ 359 | |
| PMB36 | | Plastic Pedestal, 36" | Black | $ 299 | |
| PMB42 | | Plastic Pedestal, 42" | Black | $ 349 | |
| PDL36B | | Powered Locking Pedestal, 36" | Black | $ 359 | |
| PDL36W | | Powered Locking Pedestal, 36" | White | $ 359 | |
| PDL42B | | Powered Locking Pedestal, 42" | Black | $ 429 | |
| PDL42W | | Powered Locking Pedestal, 42" | White | $ 429 | |
| **DESKS & CREDENZAS** | | | | | |
| JD6 | | Executive Desk | Mahogany | $ 419 | |
| JD7 | | Executive Desk | Granite | $ 409 | |
| CR6 | | Credenza | Mahogany | $ 419 | |
| CR7 | | Credenza | Granite | $ 399 | |
| L26 | | Lateral File | Mahogany | $ 329 | |
| L27 | | Lateral File | Granite | $ 319 | |
| VF2 | | Vertical File, 2 Drawer | Light Gray | $ 140 | |
| VF4 | | Vertical File, 4 Drawer | Light Gray | $ 191 | |
| **FRIDGES** | | | | | |
| R1Q | | Refrigerator, Small | White, 4.0 cubic feet | $ 229 | |
| R1R | | Refrigerator, Large | White, 14.0 cubic feet | $ 652 | |
| **MOBILE TABLET STANDS** | | | | | |
| TBSTDW | | Mobile Tablet Stand | White | $ 209 | |
| TBSTND | | Mobile Tablet Stand | Black | $ 209 | |
| TBBCHR | | Brochure Holder | Black | $ 49 | |
| TBPNTR | | Wireless Printer Holder | Black | $ 49 | |
| TBSHLF | | Charging Shelf | Black | $ 49 | |
| **LAMPS** | | | | | |
| LA14 | | Mason Table Lamp | Brushed Silver | $ 108 | |
| LA15 | | Mason Floor Lamp | Brushed Silver | $ 165 | |


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# Make the Connection-IHCC

August 6, 2015
Navy Pier

**FOR BEST PRICE ORDER BY:** July 23, 2015 **REGULAR PRICE AFTER:** July 23, 2015

| Company: | Phone: | Fax: | |
|---|---|---|---|
| Address: | City: | St: | Zip: |
| Contact Name: | Email: | Booth #: | |

| PRICES ARE FOR ENTIRE SHOW | QUANTITY | 24HR POWER QTY. (PRICE X 2) | BEST PAYMENT PRICE | REGULAR PAYMENT PRICE | TOTAL COST |
|---|---|---|---|---|---|
| **120 VOLT** | | | | | |
| 5 AMPS (500 watts) | _____ | _____ | 85.00 | 114.75 | _____ |
| 10 AMPS (1000 watts) | _____ | _____ | 160.00 | 216.00 | _____ |
| 15 AMPS (1500 watts) | _____ | _____ | 190.00 | 256.50 | _____ |
| 20 AMPS (exclusive outlet) (2000watts) | _____ | _____ | 200.00 | 270.00 | _____ |
| **208 VOLT SINGLE PHASE** | | | | | |
| 15 AMPS | _____ | _____ | 315.00 | 425.25 | _____ |
| 20 AMPS | _____ | _____ | 390.00 | 526.50 | _____ |
| 30 AMPS | _____ | _____ | 415.00 | 560.25 | _____ |
| 60 AMPS | _____ | _____ | 450.00 | 607.50 | _____ |
| **208 VOLT THREE PHASE** | | | | | |
| 20 AMPS | _____ | _____ | 520.00 | 702.00 | _____ |
| 30 AMPS | _____ | _____ | 540.00 | 729.00 | _____ |
| **RENTAL EQUIPMENT** | | | | | |
| 15' EXTENSION CORD | _____ | | | 20.00 | _____ |
| Power Outlet Strip (15amp max) | _____ | | | 20.00 | _____ |
| **TRANSFORMER** TO BOOST 208V up to approx. 230V - $5 per amp with 20 amp min. | | | | | _____ |
| ***Additional services available call to discuss your needs.*** | | | | | |
| **LIGHTING EQUIPMENT** (Including current consumed) Include drawing showing light location. | | | | | |
| LED ARM LIGHT (FOR HARD WALL ONLY) | _____ | | 120.00 | 162.00 | _____ |
| Pole and Base LED Flood Light Dual | _____ | | 212.00 | 286.50 | _____ |
| Single Speaker Audio Package w/ Mic | _____ | | 160.00 | 216.00 | _____ |
| 1K Par Light | _____ | | 450.00 | 525.00 | _____ |
| **LABOR (PER HOUR)** ***If your labor needs are substantial, let us put a quote together for you.*** | | | | | |
| Straight Time | Monday-Friday 8am-4:30pm | | | 94.00 | _____ |
| Over Time | After 4:30pm M-F, Saturday 8am-4:30pm | | | 141.00 | _____ |
| Double Time | Saturday 4:30pm through Monday 6:00am & Holidays | | | 188.00 | _____ |

**ELECTRICAL SERVICE + RENTAL EQUIPMENT** _____

**ADD 9% TAX** _____

**LABOR ESTIMATE** _____

ALL FUNDS U.S. CURRENCY **TOTAL PAYMENT** _____

### ISLAND BOOTHS

There is a minimum labor charge of one half(1/2) hour to deliver and 1/2 hour pickup power to all Island booths. All additional distribution is done by Prime electricians on a time & material basis.

### IN-LINE, PENINSULA BOOTHS

All power is delivered to the back of the booth at no extra cost. Labor only to apply to additional distribution if required based on time and material. Please include diagram with measurements and orientation.

### 208V & HIGHER VOLTAGES

There is a minimum labor charge of one half(1/2) hour for installation & one half (1/2) hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

**Notes:**
**All Electrical Services rates are for Show hours only.**
**24 Hour Services are available for an additional charge.**
**Dismantle is charged at half of the install labor.**
**Payment due with order.**

Return To:
Prime Electrical & Exhibition Services
2142 West Walnut Street, Chicago, Il 60612
Fax 312.226.1201, Phone: 312.226.6738

Be Green... Save Time...Order Online

www.primeees.com

# Prime Payment Form

| | |
|---|---|
| Show Name: | **Make the Connection** |
| Show Dates: | **August 6, 2015** |

In addition to check payment Prime also accepts
American Express, Master Card, Visa and Discover.
**Please complete below information.**

| | | | | | |
|---|---|---|---|---|---|
| | Check (Must be received by date noted in agreement) | | | | American Express |
| | MasterCard | | Visa | | Discover |

***Prime requires credit card information on file*** for any additional charges incurred after the initial payment has been made. Prime is authorized to apply any additional charges to this card upon completion of installation unless another form of payment is made at such time.

**Credit Card Information**

| | |
|---|---|
| Credit Card Number: | |
| Expiration Date: | |
| SIC Code: | |
| Signature: | |
| Print Cardholder name: | |
| Cardholder address: | |

**Authorized Amount to Charge $_____**

**Contact Information**

| | | | | | |
|---|---|---|---|---|---|
| Company Name: | | | | | |
| Address: | | | | | |
| City: | | State | | Zip | |
| Contact Name: | | | | | |
| Contact Signature: | | Date | | | |

By signing above Prime is authorized to process payment to the credit card provided unless payment is made by check as outlined on this payment form and agrees to the Terms and Conditions.

Prime Electrical & Exhibition Services P: 312-226-6738 F: 312-226-1201
www.Primeees.com

# Terms & Conditions

Prime Electrical & Exhibition Services LLC. (Hereinafter "Prime")

1. All orders are not complete unless accompanied with completed payment form.
2. Prime reserves the right to adjust orders if a miscalculation of charges is apparent on the order form.
3. 120V service rates include delivery to the back of the booth to a single location.
4. 208v or larger are installed based on time and material of the install and dismantle plus the cost of the service requested.
5. Any connections required beyond the finished outlet will be charged for time and material. If you have a special need please contact Prime to discuss in advance of move in.
6. Exhibitor cords must comply with city electrical codes bear a UL tag must be minimum 14 gauge, 3 wire and grounded. No two wire extension cords or lights will be allowed.
7. Refunds will not be authorized if services are installed. Any disputes must be presented before close of show. No refunds will be given after show is moved out.
8. Exhibitor holds Prime harmless for any and all losses of power beyond Primes control, including, but not limited to, losses due to utility company failure, power failure due to vandalism, permanent power distribution failure, faulty exhibitor equipment or exhibitor overload of circuits.
9. Prime electricians are the only labor allowed to distribute power in the exhibit space as well as meeting space within the facility. Except where stagehands may be designated for production applications.
10. Unless otherwise directed Prime employees will cut access points in carpet in order to complete installation of cords in an exhibit space.
11. Unless a scaled floor plan is provided electric will be installed as the electrician on duty deems necessary or not at all until direction is given.
12. We will make every attempt to install power during straight-time. But will always charge prevailing rates at time of installation.
13. All equipment must be tagged with proper manufacture specifications and be in safe working order. Prime Electricians may deem equipment unsafe and Prime reserves the right to refuse final connection where exhibitor wiring or equipment is not in accordance to local laws and codes.
14. A service charge of 1.5% will be assessed on all unpaid balances starting 15 days after date of invoice. A $50.00 service charge will be assessed for all returned checks and credit cards. All funds U.S. currency. Exhibitor agrees to pay Prime all applicable rental or sales tax.

# NAVY PIER EXHIBITOR AND UTILITY ORDERING GUIDE

**8/6/2015**

## Make A Connection Hispanic Business EXPO

**Utility Deadline Date July 22nd 2015**

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**Navy Pier has built a reputation as one of the country's premier destination for meetings and conventions. We have offered our customers the very best in location, marketing and service amenities. We have dedicated ourselves to continually making the Chicago experience - better.**

**On behalf of all Navy Pier employees, we look forward to welcoming you to our facilities. Our services include plumbing, telecommunications and internet. From the time you place your order, through the move out of your event, we are here to serve you in a professional, efficient, and customer friendly manner.**

## PLACING AN ORDER

Following are some of the most important tips that will help contribute to a successful event.

- Provide floor plans with all utility service orders.
- If you are ordering internet services, please call (312) 595-5266 to ensure that the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment.
- Telephone usage is calculated at the close of the event and charged to your credit card at that time.
- Include your company name and booth number on all order forms

## TELEPHONE SERVICES

**Order Form on page 12**

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the Navy Pier Utilities. Reactivating fees apply if service needs to be reestablished.
2. The cost of our telephone service **does not include telephone usage.** All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event.
3. Telecommunications Tax: In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
4. **There is a charge of $0.50 per 800 number dialed.**

## DESCRIPTION OF TELEPHONE SERVICES

Telephone usage is billed after the close of the event and billed to your credit card.

**Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument.

**Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line. Voicemail is included along with fixed features such as hold, conference and transfer.

**Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

**Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

## INTERNET SERVICES

Navy Pier offers a wide array of both Wired and Wireless Internet Services that allow one to accomplish their business objectives in a manner they see fit. Internet services include:

- **·Tiered Wired Internet Services to meet needs and budgets**
- **·Dedicated Ethernet Services up to 40 Mbps**
- **·Publically available Wi-Fi at "per-day" or "per-week" rates**
- **·In-booth Wi-Fi that allows for custom SSID and encrypted password**
- **·Show Management Wi-Fi buyout**
- **·Private Local Area Network construction**
- **·Multi-device option for Wired Internet Tiers**
- **·Public IP Addressing (Limited Availability)**

**Wired Internet Services** **Incl. free Wi-Fi code*†1**:** Wired Internet Services are offered up to 6 Mbps. All connections are shared†2 and considered "Plug and Play." This simply requires the client to connect the provided Ethernet cable to gain Internet access.

The wired tiers are provided at 2, 4, and 6 Mbps. Although the client should use their best judgment in selecting the correct tier, below are some general overviews of each:

**Economy Wired Internet (2 Mbps; Only 1 device):** The "Economy" wired tier is provided at a rate of 2 Mbps *(with bursts of 2.5 Mbps when possible)*. This tier is best for basic web browsing and email. Showcasing any static images or wordage is also possible, but interactive websites and streaming video is **not recommended or supported**.

**Basic Wired Internet (4 Mbps; up to 4 devices):** The "Basic" wired tier is provided at a rate of 4 Mbps *(with bursts of 4.5 Mbps when possible)*. This tier is best for the limited streaming of music and/or video. *Please note that if more than one device will be in use, "Basic wired Internet" is the minimum tier that must be selected.*

**Premium Wired Internet (6 Mbps; up to 8 devices):** The "Premium" wired tier is provided at a rate of 6 Mbps *(with bursts of 6.5 Mbps when possible)*. This tier is best for multiple streams of music and/or video. Online multimedia presentations and interactive showcasing also can be accomplished at this tier.

**Dedicated Ethernet Services (up to 40 Mbps):** Dedicated Ethernet Services can be provided up to a speed of 40 Mbps. These speeds are best suited for event buyouts. Up to 500 guests can be serviced via "Plug and Play" connections via DHCP addressing. Email for pricing and recommendations. *Please note that this service is limited to show management and is not available to the general public.*

**Wireless Internet Services:** Wireless Internet Services are offered up to 4 Mbps. All connections are shared†2 and considered "Plug and Play." This simply requires the client to connect the Navy Pier Wi-Fi network or custom SSID to gain Internet access.

**Navy Pier Wi-Fi (2 Mbps; 1 device per purchase):** The "Navy Pier Wi-Fi" SSID is a shared wireless network that is available in Festival Hall, Grand Ballroom, Lakeview Terrace, meeting rooms, and Family Pavilion *(see attached map and meeting room list)*. This wireless network is available in "per-day" or "per-week" allotments at $14.95 and $34.95, respectfully. Free access is also offered on the "Navy Pier Wi-Fi" network for 90 minutes ***per day***.

**In-Booth Wi-Fi (Up to 4 Mbps):** The option of In-Booth Wi-Fi allows for the selection of a custom SSID and password†3. The allotted speed of 4 Mbps is enough for most tasks, such as streaming video, music, or other mission-critical presentations. This option is not shared with the general public, rather only those that have the provided password and in close proximity to the installed AP.

**Show Management Wi-Fi Buyout (Up to 40 Mbps):** The *Show Management Wi-Fi Buyout* is offered starting at a speed of 10 Mbps. Email for pricing and recommendations. *Please note that this service is limited to show management and is not available to the general public.*

**Additional Services**

**Private Local Area Network Construction:** Private Local Area Network construction is accomplished by creating a separate network space that just your data runs over. This can be added to any *Wired Internet Service* or without Internet access depending on needs. If Internet access is desired please be aware that wired Internet tiers *(Economy, Basic or Premium)* are not compatible with this option. The *Dedicated Ethernet Service* offering must be selected.

**Multi-Device Option:** A multi-device option will need to be selected at time of order or fee applies. This on the "Basic *or* Premium Wired Internet Service" offerings. *Please note that the "Basic wired Internet" can only be expanded to 4 connections and the "Premium wired Internet" can be upgraded to either 4 or 8 additional ports.*

**Public IP Addressing *(Limited Availability):*** Public IP addresses are available for *Dedicated Ethernet Services* only. Email for availability.

**For Internet and network services, please contact Navy Pier Network Services at:**

**networkservices@navypier.com**

*Notes*

*†1 - Included Wi-Fi code is for 1 week of access to Navy Pier Wi-Fi. Code is redeemable on initial payment screen for the amount of $34.95.*

*†2 - Shared references that all customers share same network segment. However, one does not have the ability to communicate with another client unless the Private Local Area Network service is elected.*

*†3 - An SSID and password will be automatically selected if not notated on original order form.*

# TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

**1. Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet, other services, and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes will be included in your final bill.

**2. Additional costs.** Navy Pier reserves the right to bill the customer for any additional cost Navy Pier incurs in:
a. assisting in trouble diagnosis or problem resolution found not to be the fault of Navy Pier
b. collecting information required to complete the installation that customer fails to provide

**3. Use of Internet Services.**
a. Customer agrees that the network attachment to be provided by Navy Pier shall be limited for use by the directors, officers and employees of the customer, its guests, and its agents and consultants while performing service for the customer and cannot be resold or distributed to other companies. The services being provided by Navy Pier will facilitate communications between the customer's authorized users and the entities reachable through the Internet. Users of Navy Pier's services shall use reasonable efforts to promote efficient use of the provided networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
b. Customer is solely responsible for the content of any transmissions of and by any customer and any third party utilizing customer's facilities or Navy Pier's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Navy Pier or other associated network.
c. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the internet; interfere with or disrupt any of the Navy Pier's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Navy Pier's or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
d. Customer agrees not to use the Navy Pier services to transmit any communication where the meaning, the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

**4. Wireless Specific.** The use of any wireless device that interferes with Navy Pier's wireless network is prohibited.

**5. Performance Disclaimer.** Navy Pier does not warrant that the services provided hereunder will meet customer's requirements or that customer's access to and use of the services will be uninterrupted or free of errors or omissions. Navy Pier cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. Navy Pier shall not be responsible for any delays, errors, failures to perform, or disruptions in the hosting services caused by or resulting from any act, omission or condition beyond Navy Pier's reasonable control. In situations involving performance or non-performance of services furnished under this Agreement, customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

**6. No Warranties.** Navy Pier makes no warranty of any kind with respect to services and products provided under this Agreement. Navy Pier disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.

**7. Limitation on Liability.** Navy Pier will not be liable for any damages customer may suffer arising out of acts of God, use or inability to use Navy Pier's Internet services or related products unless such damages are caused by an intentional and willful act of Navy Pier. Navy Pier will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not Navy Pier or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of Navy Pier exceed an amount equal to the price of products and services purchased by customer during the twelve-month period preceding the event which caused the damages or injury.

**8. Indemnity.** Customer agrees to indemnify and hold Navy Pier, SMG, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by customer of Internet services and related products provided hereunder.

**9. Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that Navy Pier reserves the right to terminate this Agreement for convenience.

**10. Changes.** Navy Pier reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and by visiting: **www.navypier.com**.

**11. Internet Security Disclaimer.** Navy Pier does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the customer to provide any necessary security. With the execution of this document, customer agrees to the Terms and Conditions of this Agreement and will hold Navy Pier, SMG, its board, officers, employees, agents, and consultants harmless for any and all liabilities arising from the sue of non-secured internet services.

**12. Miscellaneous**. This Agreement constitutes the entire Agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

# NAVY PIER
## INTERNET AND TELEPHONE PRICING

| Wired Services (Order due: 30 days in advance of show) | | |
|---|---|---|
| **Item** | **Description** | **Cost** |
| **Economy Wired Service** | Up to 2.0 Mbps, 1 device/1 connection, Plug and Play DHCP. Basic web browsing, email, and static image showcasing. | **$600** |
| **Basic Wired Service** | Up to 4.0 Mbps, 1 device/1 connection, Plug and Play DHCP.<br>*4 port switch available<br>Limited streaming music and/or video, more than one device for basic web browsing and email.<br>**Multi-device option needs selected at time of order or fee applies, see below | **$1200** |
| **Premium Wired Service** | Up to 6.0 Mbps, 1 device/1 connection, Plug and Play DHCP.<br>Multiple video and music streams; multimedia driven websites<br>*4 or 8 port switch available<br>Multiple streams of music and/or video, online multimedia presentations, and interactive showcasing<br>**Multi-device option needs selected at time of order or fee applies, see below<br>Select bandwidth needs below. | **$3500** |
| **Dedicated Ethernet Service** | Speed/Bandwidth, above 6.0 Mbps<br>▪ Up to 10 Mbps<br>▪ More than 10 Mbps call<br>▪ Information required includes: number of devices, location and what service will be used for: i.e email, streaming, etc… | **$5000** |
| **Additional Items** | | |
| **Public IP Address** | The principal function is an established presence on the Internet | **$125** |
| **Private Local Network** | | **Call for price** |

| Wireless/Wi-Fi Services (Order due: 30 days in advance of show) | | |
|---|---|---|
| **Item** | **Description** | **Cost** |
| **Show Management Wi-Fi**<br>**Buyout** | Up to 10 Mbps in one single space.<br>More than 10 Mbps. Information required includes: number of devices, location and what service will be used for: ie email, streaming, etc. | **$5000**<br>**Call for price** |
| **Exhibitor Wi-Fi** | Up to 4.0 Mbps, includes line installation up to 20ft. *Additional labor, time and materials for more than 20ft. Also includes in-house access point, **no outside access points are permitted.** | **$1200** |
| **Pay As You Go Wi-Fi** | Free Trial 90 minutes<br>Per Day (2 Mbps)<br>Per Week (2Mbps) | **FREE**<br>**$14.95**<br>**$34.95** |

| Telephone Services | | |
|---|---|---|
| **Item** | **Description** | **Cost** |
| **Single Line Main** | Includes the use of our telephone equipment | **$398** |
| **Multi-Line Main** | Includes voicemail and the use of our telephone equipment, if additional instruments that share the same phone number are required also order Multi-Line Extension | **$870** |
| **Multi-Line Extension** | Cannot be ordered without at least one MAIN Service | **$435** |
| **Audix** | Voicemail per telephone line | **$90** |
| **Other Carrier Services** | | **$398** |

1. All internet connections are dedicated services with reserved bandwidths.
2. All access services are not available in all areas.
3. Above prices cover wiring to the first connection to one point in your booth/room. Additional wiring to "fan" connections between computers will be performed on a time and materials basis, if using our labor. A floor plan of your booth/room must accompany each Internet Access Order Form even if doing your own work. Orders submitted without floor plans will be considered a partial order. Mark the location of each computer requiring Internet Access Service with an "X."
4. Prices subject to change without notice. Advance rate, two weeks prior to show date.
5. Tax Breakdown: 7% State Excise, .50% State Infrastructure, 7% City Excise
6. Navy Pier/SMG is the exclusive provider and installer of Data and Network Services (wired and wireless) including communication cabling.

**See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our internet gateway. By placing an order, you agree to all terms and conditions.

## HANGING ITEMS

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, piping, communication lines, supports or hangers.

## HANGING ITEMS APPROVAL REQUIREMENTS

Navy Pier is the exclusive in-house rigging contractor for production events taking place within the Festival Hall Complex. Our production personnel is experienced and equipped to handle all rigging needs and responsible for the approval of all rigging systems to be used within the complex.

Our in-house technicians will be the exclusive source for the installation and dismantle of all production rigging points. The point will be considered to be the steel cabling used to wrap or to be affixed around the structural beams of the facility. Hoist motors must be provided by the facility, although truss is not an exclusive service, it is an available rental item; call please for a quote. Contact your Event Manager with questions.

All requests for hanging items must be reviewed and approved by Show Management PRIOR TO MOVE-IN. Requests must be received 30 days prior to the first move-in date.

**FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.**

## PLUMBING SERVICES

**Order Form on page 13**

**Anchoring** - All anchoring is done by the Navy Pier Plumbers. The exhibitor must submit a copy of their floor plans a minimum of 60 days prior to the event move-in date.

**Removal of Hazardous Chemicals** - Our Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

**FACILITY PRESSURES TO KNOW**

**Compressed Air** - Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.
**Hose Pressure** - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.
**Natural Gas** - A one-inch gas line provides a constant one pound pressure per square inch.
**Water Pressure** - Constant pressure of 60 pounds per square inch (psi).
**Drain** - Four inch drainage is available in the floor.

**Bottled Gases -** We do not stock any bottled gases on premise. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and any red tagged gases, must be removed from the event floor at the close of each day. If you order any flammable gas from us, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact the Navy Pier to make arrangements to remove, store, and return the tanks on a daily basis. **No Propane, MAPP, or Butane in any size are permitted in Navy Pier.**

**Plumbing Utility Services**

| | Water* | Drain | Air | Gas |
|---|---|---|---|---|
| **Festival Hall A** | Floor Ports | Floor Ports | **Columns** | **North and West Walls** |
| **Festival Hall B** | Floor Ports | Floor Ports | **Columns** | **North Wall** |

All of our water is cold. If you need hot water, you will need to bring a hot water heater or you may rent one from us. Please contact us to identify the correct required electrical service for the water heater.

## PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check, or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the make a mark (X) the section **THIRD PARTY AUTHORIZATION** on the **Order and Payment Form.** Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

## SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK**.**
**MAKE CHECK PAYABLE TO: "NAVY PIER"**

To Send Overnight or US mail (please allow ten days for mail):

**Navy Pier / SMG,** Attn: Sales & Services, 600 East Grand Avenue, Chicago IL 60611

**Wire Transfer:** JPMorgan Chase Bank, Chicago, IL 60603
ABA # 021-000-021
Account # 117198780(wire)
ACH ABA# 071-000-013 (ACH & Electronic Checks)
Attn: Navy Pier, Merchant Account with SMG as Agent

All transfers should include the following information:
**Your company name • The Event/Show Name •Assigned Booth/Space Number**

## CANCELLATION POLICY

For full cancellation of all utility or Internet services ordered, a cancellation fee in the amount of 30% of the value of the utility service ordered will be charged.

For partial cancellation of utility or Internet services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of utility services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 30% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged. For cancellation of utility or Internet service that has been installed and used, the full cost will be charged.

## LIMITATION OF LIABILITY

Any liability of Navy Pier for the provision of services, or the failure to provide services, or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

## CONTACT US

Phone: (312) 595-5266 Fax: (312) 595-5050 Email: navypierevents@navypier.com

## FACILITY REGULATIONS

**Animals and Pets** - Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the Navy Pier. Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact the City of Chicago Animal Care and Control Office at (312) 747-1406.

**Balloons -** Helium-filled balloons are not allowed within the complex. If there is unauthorized use of helium balloons, a charge of $500 will apply to retrieve and remove the balloons.

Mylar balloons may not be used in any interior space due to interference with fire and smoke detections systems.

**Exhibits in Meeting Rooms -** If a meeting room has been assigned to your company for exhibit or meeting use, please contact the Navy Pier Event Manager at (312) 595-5266 for specific meeting room guidelines.

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.

Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

**Fire Hose Cabinets, Pull Stations, Aisles and Exits -** Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.

Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

**Smoking -** In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in Navy Pier. Smoking stations are located outside of the facility.

**Vehicle Displays -** Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel. Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours. Refueling must be done off property.

# FIRE AND SAFETY REGULATIONS

The Fire Prevention and Safety Regulations enforced at Navy Pier are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and the Navy Pier. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly.

**Booth Storage**

A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall.

You may not store empty cartons in or behind your booth backwall.

The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

**Fire Retardancy**

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

**Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing your demonstrations and displays, note that the following devi**c**es require pre-approval by Navy Pier:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.
- All fuel transfers must utilize safety cans.

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. required pre-approval and must be accompanied with the appropriate M.S.D.S. the Navy Pier Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

## FIRE AND SAFETY REGULATIONS

## (cont.)

**Prohibited Materials**

The following items are prohibited in Navy Pier

- All L.P. gases, Hay and straw, Charcoal, Untreated Christmas Trees, cut evergreens or similar trees, Propane, MAPP gases, Wood fireplace logs and similar materials.
- Untreated mulch and Spanish moss trees

**Cooking and Heat-Generating Devices**

If you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

**Multiple Levels or Ceilings (Including Tents)**

Before discussing Navy Pier requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

Double Decker" booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

- ***Format 1: Exhibits with two stories under 225 sq. ft.***
- ***Format 2: Exhibits with two stories at or over 225 sq. ft.***
- ***Format 3: Exhibits with ceilings under 225 sq. ft.***
- ***Format 4: Exhibits with ceilings at or over 225 sq. ft.***
- ***Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.***

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked "yes" in the table. Details are presented in the following **"Fire Code Items"** section.

**For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.**

# FIRE CODE ITEMS FOR MULTIPLE LEVEL BOOTHS

**Maximum Dimensions**
To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq. ft. of enclosed area.

**Second Level**
Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

**Staircases**
Staircases between levels must meet the following requirements, as well as ADA compliance guidelines.

- ·Minimum of 3 feet in width.
- ·Provide a handrail on at least one side.
- ·Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- ·Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

**Smoke Detectors**
All areas under the second level or ceiling, including closets, need to be equipped with a UL- approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

**Fire Extinguishers**
A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

**Fire Guards**
Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by Navy Pier's Assistant Director of Fire Safety.

**Certified Approval**
After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

**Fire Marshal Review**
Send your stamped blueprints to Navy Pier for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

*All exhibits must comply with the Americans with Disabilities Act.*

# INTERNET AND TELEPHONE ORDER FORM

(Order Form must accompany full payment)

| | | | | | |
|---|---|---|---|---|---|
| **EVENT NAME** | **EVENT NAME: Hispanic Business EXPO** | | | **EVENT DATE** | 8/6/2015 |
| **COMPANY NAME** | | | | **BOOTH** | |
| **ON-SITE CONTACT/EMAIL** | | | | | |
| **ADDRESS** | | | | | |
| **EMAIL** | | **MOBILE** | | **PHONE** | |
| **SUBMITTED BY** | | | | **DATE** | |

| Item | Cost | Quantity | Total |
|---|---|---|---|
| **Economy Wired Service (Wired)** | **$600** | | |
| **Basic Wired Service (Wired)** | **$1200** | | |
| **Premium Wired Service (Wired)** | **$3500** | | |
| **Dedicated Ethernet Service (Wired)** | **$5000** | | |
| **Multi-Device Late Fee (Wired)** | **$100** | | |
| **Public IP Address (Wired)** | **$125** | | |
| **Private Local Network (Wired)** | **Call for price** | | |
| **Show Management Wi-Fi (Wireless)** | **$5000** | | |
| **Show Management Wi-Fi Buyout (Wireless)** | **Call for price** | | |
| **Exhibitor Wi-Fi (Wireless)** | **$1200** | | |
| **Pay As You Go Wi-Fi (Wireless)** | **FREE** | | |
| ***Per Day (2 Mbps)*** | **$14.95** | | |
| ***Per Week (2Mbps)*** | **$34.95** | | |
| **Single Line Main (Telephone)** | **$398** | | |
| **Multi-Line Main (Telephone)** | **$870** | | |
| **Multi-Line Extension (Telephone)** | **$435** | | |
| **Audix (Telephone)** | **$90** | | |
| **Other Carrier Services (Telephone)** | **$398** | | |
| | | **Subtotal** | |
| | | **14 ½% Tax** | |
| | | **Grand Total** | |

☐ **Please check if you will require labor for wiring internet and network connections to various locations.**

# UTILITY SERVICE ORDER FORM - PLUMBING

(Order Form must accompany full payment)

| | | | | | |
|---|---|---|---|---|---|
| **EVENT NAME** | **EVENT NAME: Hispanic Business EXPO** | | | **EVENT DATE** | **8/6/2015** |
| **COMPANY NAME** | | | | **BOOTH** | |
| **ON-SITE CONTACT/EMAIL** | | | | | |
| **ADDRESS** | | | | | |
| **EMAIL** | | **MOBILE** | | **PHONE** | |
| **SUBMITTED BY** | | | | **DATE** | |

| Plumbing Services Item | | | Cost | Quantity | Total |
|---|---|---|---|---|---|
| **Water Line** | **Number of Connections**<br>**Size of Connections** | | **$674** | | |
| **Drain Line** | **Number of Connections**<br>**Size of Connections** | | **$672** | | |
| **Compressed Air** | **Number of Connections**<br>**Size of Connections** | | **$502** | | |
| **Natural Gas 1" = 1 lb.** | **Number of Connections**<br>**Size of Connections** | | **$461** | | |
| **Water Fill and Drain* (Subject to time and materials)** | | | **Gallons** | | |
| **Sink Rental Double** | | | **$125** | | |
| **Sink Rental Single** | | | **$65** | | |
| **Water Heaters (52 Gallons) **** | | | **$148** | | |
| **Fire Extinguishers (ABC) ***** | | | **$36** | | |
| **Recharge Fire Extinguishers** | | | **$25** | | |
| **Balloon glowers** | | | **$36** | | |
| **Air Blow Gun** | | | **$36** | | |
| **Air Regulator** | | | **$36** | | |
| **Water Regulator** | | | **$62** | | |
| **Gas Regulator** | | | **$36** | | |
| **Water Filter** | | | **$36** | | |
| **Tank Stand** | | | **$36** | | |
| **Sump Pump** | | | **$36** | | |
| **Gasoline or Electric Welder** | | | **$64** | | |
| **Faucet** | | | **$36** | | |
| **Basket Strainers** | | | **$16** | | |
| | | | | **Subtotal** | |
| **Bottled Gases**<br>**(We can supply a complete line of any 2, 3 or 4 mixtures and quantity with advance notice. Many of our gases require a minimum of 2 week notice)** | | | | | |
| **Argon – 336 cu. ft.** | | | **$254** | | |
| **CO2 Tank G Size 50 lbs** | | | **$220** | | |
| **Helium 0 244 cu. ft.** | | | **$263** | | |
| **Helium "T" tank 291 cu. ft.** | | | **$276** | | |
| **Nitrogen – 230 cu. ft.** | | | **$209** | | |
| **Nitrogen Ultra High Purity Grade 5 230 cu. ft.** | | | **$295** | | |
| **Nitrogen Pre-Purified "T" Tank Grade 4.8 – 304 cu. ft.** | | | **$264** | | |
| **Nitrogen Cradles (12 Tanks) w/ Demurrage 3584 cu. ft.** | | | **$1046** | | |
| | | | | **Subtotal** | |

***All water heaters require an electrical connection** A separate floor plan template is required for plumbing services.*

## FLOOR PLAN TEMPLATE

| | | | | | |
|---|---|---|---|---|---|
| **EVENT NAME** | **EVENT NAME: Hispanic Business EXPO** | | | **EVENT DATE** | **8/6/2015** |
| **COMPANY NAME** | | | | **BOOTH** | |
| **ON-SITE CONTACT/EMAIL** | | | | | |
| **ADDRESS** | | | | | |
| **EMAIL** | | **MOBILE** | | **PHONE** | |
| **SUBMITTED BY** | | | | **DATE** | |

*Using the legend below, please complete this form for all utility services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If submitting your own detailed drawing, please be sure to include the following items:*

*To avoid booth installation charges, please be sure to submit floor plans along with your orders.*

**Booth Dimension**

**Adjacent Booth #**

**Telecom**

◯ **Phone Jack**

△ **Internet Access**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
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| | | | | | | | | | |
| **Booth Dimensions** | | | | **(L)** | | **X** | | **(W)** | |

**1 square = 1 square foot (unless otherwise noted)**

**Adjacent Booth #**

**Plumbing**
(Diameter in inches)

**Compressed**

**CAL – Air Line**

**WL - Water Line**

**DL – Drain Line**

**NG – Natural Gas**

# ORDER AND PAYMENT FORM

**When ordering any utility services, this form must be completed and returned with the floorplan template and the utility service order form. Please indicate below the method of payment for services provide. Mailing instructions are found on Page 7. Prices are subject to change without notice. Regardless of the method of payment you select, an approved credit card must be on file.**

| | | | |
|---|---|---|---|
| **Show/Event Name:** | **EVENT NAME: Hispanic Business EXPO** | | |
| **Company Name** | | | |
| **Address** | | | |
| **City / State** | | **Zip** | |
| **On-site Contact** | | **Email** | |
| **Mobile** | | **Phone** | |
| **Submitted By** | | **Date** | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | ***AMEX*** | | ***DISCOVER*** | | ***MASTERCARD*** | | ***VISA*** |
| ***Credit Card Number:*** | | | | ***Expiration Date*** | | | |
| ***Cardholder's Name (PRINT)*** | | | | | | | |
| ***Cardholder's Signature*** | | | | | | | |

***Please calculate Your Subtotal for all services requested:***

| | | |
|---|---|---|
| ***Telephone*** | ***Page 12*** | ***$*** |
| ***Internet*** | ***Page 12*** | ***$*** |
| ****Telecommunication Tax*** | ***Page 12*** | ***$*** |
| ***Plumbing*** | ***Page 13*** | ***$*** |
| ***Grand Total(Amount to be charged)*** | | ***$*** |

***Please mark (X) appropriate boxes below:***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | *This authorization will be used to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representatives and any associated meeting room costs. These charges may include labor, material and telephone usage. Please complete the information below.* | | | | | | |
| | *Full order payment is enclosed. The Credit Card information below is required to be kept on file. Your credit card will not be charged unless there is an outstanding balance on your account at the end of your show and payment is not received for such balance prior to you leaving our facility.* | | | | | | |
| | | | | | | | |
| | ***(THIRD PARTY AUTHORIZATION) For the use of an exhibitor appointed contractor:*** *We understand and agree that we, the exhibiting firm, are ultimately responsible for payment for the charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.* | | | | | | |
| | ***AMEX*** | | ***DISCOVER*** | | ***MASTERCARD*** | | ***VISA*** |
| ***Credit Card Number:*** | | | | ***Expiration Date*** | | | |
| ***Cardholder's Name (PRINT)*** | | | | | | | |
| ***Cardholder's Signature*** | | | | | | | |

# J&J Exhibitors Service

*Setting the Standard in the Trade Show Industry for 80 Years.*

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